

The Phoenix Collegiate



Medical Policy (Including supporting students with medical conditions and First aid)

Issued by/responsible person: Raun Jones	Issue No: 4	Review frequency: every year
Policy number <i>(to be provided by C. Motard)</i> : S27	Approval's date: 04/05/20 (FGB)	Review Date: May 2021
Approval requirement: this policy needs to be approved by Full Governing Body <i>(legal requirement)</i>		

Legal framework

This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting students at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy has due regard to the following school policies:

- SEND Policy
- Child Protection Policy
- Complaints Procedure Policy

Contents:

This policy is in line with the legal requirements and the good practice set out in the department of educations 'Supporting students at school with medical conditions — Statutory guidance December 2015.

Key Staff	Page 4
Phoenix Vision	Page 5
Day to day medication	Page 6
Healthcare plans	Page 7
Mobility issues	Page 8
School trips	Page 9
Physical activities	Page 10
Emergencies and First aid	Page 11
Complaints procedures	Page 12

Key people within school

Medical Coordinator: Miss W Sands
Medical Line Manager: Mr R Jones
Head teacher: Mr M Smith
Medical Governor: Mr D Williams (Vice Chair)

First aiders: the school has over 17 first aid trained staff across the school site.

Your first contact at the school for medical concerns should be Miss W Sands.

If you have need to contact the school about any medical issues please phone on 0121 588 8384 and in the first instance ask for Miss Sands.

Phoenix vision

At Phoenix we strongly believe in everybody's right to a full and comprehensive education, to this aim we have in place many strategies to help us try and meet the needs of students who may have medical conditions that can affect their education.

Key to the Phoenix philosophy is engagement with the parents/carers of our students and other professionals who may help and advise the school in how best to support students and allow them to reach their potential.

To this end we do not consider the measures in this policy to be a finite list and are always willing to look at each student's needs individually and where needed adjust our practices to best suit a student's needs.

As a parent/carer you play a key role in supporting your child and the school so that the education we offer is as inclusive as possible, and as a result you and the school have a responsibility to communicate effectively.

We work hard at Phoenix to try and make sure all aspects of school life are accessible, inclusive and welcoming to all students. If you have even the smallest concern on this regard please contact Mr Jones.

If at any time you wish to have a meeting at the school to discuss your child's medical needs please contact Miss Sands on 0121 588 8384 who will be happy to arrange a meeting.

Parents/carers of new students will have an opportunity to discuss their child's needs at their introduction to the school.

The law states:

No child should be given medicines without written parental consent. Schools should only accept medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage.

Day to day medication

Many students at Phoenix require taking medication often on a daily basis, to ensure the safety of students taking the medication we have the following rules:

Parents/carers must complete a medication form giving permission for the school to administer medication and detailing the doses.

- We ask that parents/carers take a note of the expiry date of any medication they supply to the school to help ensure the school has a suitable supply of in date medication to meet the student's needs.
- Students are only allowed to carry certain lifesaving medicines on their person (Epi-Pens, Inhalers, Diabetic equipment, etc.) normal medication is labelled stored by the school in locked medical cupboards. This is to safeguard all students.
- A log of all medication and its use is kept by the medical coordinator and can be seen by parents on request.
- Medication is given to students in the presence of a first aid qualified member of staff.
- If a student carries medication on their person (for severe conditions asthma/epi-pens etc.), the school requests a spare for storage in the medical room.
- These rules apply for school trips which will be included on the risk assessments.
- Students know their medication is stored in the first aid room.
- Students with conditions such as Diabetes are issued Medical passes allowing unquestioned access to first aid and other facilities as required.

The school will provide staff with the training required to support students who have medication, such as Epi-Pens, Diabetes etc. This training will be directed by medical professionals to meet a student's individual needs in line with current NHS policies.

All logs and medical forms are kept efficiently labelled in a secure cupboard with restricted access.

Individual healthcare plans

Some students have health needs that require a healthcare plan. These students normally have long-term and complex needs. If needed a healthcare plan shall be drawn up in consultation between parents, healthcare professionals and the school. At Phoenix, Miss Sands represents the school in drawing up and implementation of the healthcare plan overseen by Mr Jones.

Our healthcare plans will take a holistic view of the student's health and education needs as well as looking at emotional and social wellbeing and may form part of a Joint Health Care and Education Plan.

Healthcare plans should be reviewed at least annually by health care professionals and parents with the school informed of any changes, although if there is a need they can be reviewed at any time called for by the medical professionals, parents, the school or the students themselves if appropriate.

The healthcare plan will set out the medical needs of the child including triggers, signs, symptoms and treatments. It will then look at the resulting needs of the medical condition. The plan will clearly set out responsibilities for a student's medical needs and any resulting additional educational needs and will name people responsible. The healthcare plan will also detail which information needs to be shared for the students to safely attend school and will address any issues of confidentiality that may arise. The healthcare plans are dictated or prompted by the NHS.

A key part of the healthcare plan will be insuring the student has access to trips and educational experiences offered to students at Phoenix. The healthcare plan will have clear guidance for the school on emergency procedures.

Mr Jones has the responsibility at Phoenix of ensuring healthcare plans are maintained, followed and appropriate for their education needs, parents and medical professionals have the responsibility of making sure healthcare plans are up to date and appropriate for the child's medical needs.

Mobility conditions

Where a student or adult has mobility issues the school will make as many reasonable adjustments as possible to reduce the effect on the education, whilst still be mindful of any affects these changes may have on others. The school will also work with the person to create a Personal Emergency Evacuation Plan as required.

When a student has a short-term mobility issue that student may be taught in the SEN department for a short period of time allowing the student time to recover. Work will still be provided and over seen by their normal class teacher.

Students with mobility issues will have access to the nurture groups at break and lunch times to enable them to socialise whilst supporting their medical needs.

When directed by a medical professional the school will support such activities as physiotherapy on a case-by-case basis.

We would encourage any person with or representing a person with a mobility issue to have a meeting with SENCO.

Students with longer-term mobility issues will have their needs discussed with them, parents and professionals. These meetings will be used as a plan to support that child in accessing education.

The ability of the school to meet a student's need is looked at on a case-by-case process and we aim to meet the needs where ever we reasonably can.

School trips

We aim to make every experience we offer at Phoenix available to all students regardless of additional needs.

Medication required on school trips follows the same procedures as for at school. Normal medication should be given to staff before the trip commences with instructions for use, clearly labelled and in original packaging.

Emergency medication (Epi-Pen, inhalers, Diabetic equipment etc.) should be carried by the child and staff should be informed of all medication being taken and its location e.g. in a bag or in a coat pocket. A spare should be secured by staff before the trip (this in most cases will be the spare stored already on school site).

If there is an issue with a child accessing an activity due to medical conditions the school will make adjustments to allow that child to fully participate where possible. If you feel this is not happening, please contact Mr Jones immediately.

Physical activities

Sometimes a student's medical condition may have an effect on a student's ability to do some physical activities. At Phoenix we try and reduce this situation as much as possible. PE staff are informed of diagnosed medical conditions and will work to make the activities as inclusive as possible.

As with all medical conditions it is important that these cases are dealt with on a case-by-case basis, and although a condition may have a limiting factor, it is also important that students are given the opportunity and encouragement to take part in physical activities.

Whilst we acknowledge that medical conditions can make students and at times parents reluctant to take part in physical activities, we feel that it is an important part of a student's education and must be encouraged at every opportunity.

Students unable to take a full part in physical activities are still asked to bring their PE kit as our PE staff will try and identify ways of including the student as much as possible decided on a case by case bases.

Emergencies and first aid:

Phoenix will follow emergency procedures as set out in healthcare plans for students with such plans or as directed by first aid training otherwise.

When a student has a medical emergency not covered by a healthcare plan the school will follow first aid training with the student's health and safety being the utmost importance.

The school request parents update contact information regularly, and will require parents to make sure that the school can contact a suitable family member in case of a medical emergency.

If the nature of the incident is significant (more than a simple plaster for a small graze) as soon as it is possible to do so, the school will contact the family and give information in relation to a medical emergency; this is second only to first aid procedures.

If the student requires emergency medical treatment at a hospital, a member of staff will accompany the student until a family member is available to take over this responsibility. That member of staff will act in the best interest of the student's health following any guidance given to the school by parents.

In an emergency he school will share information with the medical staff relevant to the health of that child, such as:

- Name, DOB, Address, contact numbers.
- Known medical conditions or relevant history.
- Known medication being taken.
- Any recorded family cultural choices.
- Any other information the school feels is necessary for the person to be safeguarded during their medical treatment.

The school will keep clear records of all medical situations in a locked cabinet with restricted access. In line with the local authority's retention policy, the school will keep medical records until the child is 25 years of age.

Complaints

Safeguarding the students you place into our care is a top priority for Phoenix and not a responsibility we take lightly.

We hope that you will be happy with the actions that we have taken to allow your child to have a full and active role in Phoenix and feel that you and your child have been listened to and had a full role in making decisions.

However if you have any concerns we are always happy to listen and try and improve our practice. We aim to respond quickly and positively to parent and student concerns.

We hope you find our medical procedures meet the needs of your child but for any concerns with medication, please contact the medical coordinator Miss Sands in the first instance.

If you have concerns about access to the school and activities please contact the SENCO Mr Jones.

We hope you never feel the need to use it but we do have a published complaints policy on our website that is used for all aspects of school life including medical procedures.

If you need help accessing this or any other policy please feel free to ask the school.