

## **Medical Policy**

This policy sets out the procedures used at Stockport Academy to meet the needs of students who have a medical or physical condition. This policy has been written in line with the following reports, statutory guidance and legislation;

- Disability Discrimination Act 2005;
- Disability Equality Scheme 2006;
- Equality Act 2010 (last updated 2016);
- Special educational needs and disability code of practice: 0 to 25 years 2015
- Supporting pupils at school with medical conditions 2014 (last updated 2015)
- Guidance on the use of emergency salbutamol inhalers in schools 2015

We work closely with students, parents / carers and outside agencies to:

- Create and maintain an environment where all students with any kind of medical condition fulfil their potential;
- Ensure that no medical condition is a barrier to any student achieving what they are capable of and enjoying their time at Stockport Academy; and
- Strive to create a partnership with home and other agencies so that the best provision is put in place for all students with medical conditions.

## **Aims:**

The policy aims to ensure that:

- All students with a known medical, physical or mental health condition are identified and fully supported within the academy setting to provide every opportunity to develop to their full potential;
- Lines of communication are kept open with parents/ carers at all times;
- All staff receive appropriate training to deal with medical emergencies before a trained first aider arrives;
- Designated first aid staff receive regular training; and
- Students are empowered to manage their particular medical condition within the academy.

To achieve these aims the Medical Officer will:

- Ensure that the statutory guidance (Supporting pupils at school with medical conditions) is implemented thoroughly and rigorously;
- Liaise with parents, carers and relevant professionals when writing and reviewing health care plans; and
- Analyse the Assessment Point data for the cohort of students identified as having a long term or ongoing medical condition to ensure that they are making progress and liaise with the Special Educational Needs Co-ordinator (“SENco”) if they are not.

## **Provision for students with medical conditions**

Students who have ongoing medical conditions such as Diabetes, Epilepsy and Asthma which require daily medication have an individual care plan written for them either by their General Practitioner or Asthma, Diabetes or Epilepsy nurse. This outlines how to care for and support the student and the action required in an emergency.

These are displayed in the staff room and show the student's picture to aid identification. The care plan is also saved on the individual students SIMS profile.

Completed medical information forms for students are kept in the Medical File, stored in the SENCO office.

It is the parents/carers responsibility to ensure that medication is up to date and to notify the Medical Officer of any medication changes.

The school nurse is on site every Friday and is available to answer concerns/questions staff may have relating to medical conditions.

## **Tracking medication in the Academy**

It is the responsibility of the Medical Officer to track all medicines in the academy. Staff on duty in Student Services are responsible for updating individual student medical files, for example whenever a student tests their blood glucose levels and/or administers insulin. All medication is stored in a secure metal cabinet in student services, along with a dose of 'rescue medication' which is kept for those who need it.

Rescue medication for students with epilepsy is locked in a metal cabinet in the first aid room.

Students with asthma are encouraged to carry their inhalers with them at all times, unless parents/carers request that they are stored in Student Services. The School inhaler is also stored in Student Services.

The Medical Officer maintains a daily medication log which is a form used for students requiring medication for short term or occasional use, for example antibiotics or painkillers. This form is stored in Student Services and enables the Medical Officer to track all medication at any one time. It is completed by the parent/carer when medication is brought into the academy and highlights pertinent information, for example, the students name, dosage and frequency of dosage.

This information is paramount to the Medical Officer having an overview of all medication on the premises and enables the Medical Officer to identify and pass on any concerns regarding an individual student's use of medication for example the long term use of painkillers.

## **Procedures for sharing medical information about new students**

The Medical Officer liaises with the Transition Officer, school nurse and other professionals to gather information on medical conditions in order to plan for the transition to Stockport Academy for Year 6 students. Medical data is made accessible to all staff on the individual student's SIMS profile and the Medical Officer is always available to speak to staff about any concerns or queries that they may have. The Medical Officer has stored explanations of complex medical conditions on the staff shared drive, in the SEN folder- Health Information - Medical Conditions Explained. All healthcare plans are displayed in the staff room.

In the case of mid-term admissions, the Medical Officer liaises with the Parent/Carer, the student's previous school, the school nurse and any other relevant professionals in order to update the healthcare plan appropriately and ensure that the student's individual needs are met. Parents/carers are key stakeholders in a child's medical health and their opinions and views are always sought and valued. It is the responsibility of the parent/carer to notify the Medical Officer of any changes in either their child's condition or medication. This is made clear on all medical permission forms distributed to parents.

## **Students with known Medical Conditions**

The Medical Officer ensures that all staff are aware that information and healthcare plans for students with medical, physical and mental health conditions can be accessed via the staff shared drive and individual student profiles on SIMS. All external supply staff are provided with an information booklet by the Cover Supervisor which contains all relevant information, including care plans and how to access other information regarding medical conditions on SIMS.

## **Long term absence due to ongoing medical conditions**

Students with long term medical or mental health conditions which require regular GP or hospital appointments, can be extremely vulnerable, which can impact on their emotional and social wellbeing.

Students who have long term absence from the academy because of a medical condition are offered one to one home tuition, either from the Special Educational Needs Team or from the Local Education Authority Home Tuition Team.

The Pastoral Team liaise with staff to arrange for work to be sent home so that these students do not fall behind their peers. Our Home Liaison Officer is able to provide transport to and from the academy for students on a reduced timetable.

To support re-integration after long absences, students are offered pastoral care, time-out cards and the opportunity to attend extra revision or catch-up classes.

## **Exam access arrangements for students with ongoing medical needs**

In specific circumstances the Exams Officer will apply to the exam boards for access arrangements for students with long term or ongoing medical conditions. This could result in a student being allowed to sit their exams in a separate room from peers or at home.

## Ensuring the inclusion of students with medical conditions

To ensure that students with long term or ongoing medical conditions are fully included in academy life, the Medical Officer will:

- Support staff in making reasonable adjustments to ensure the inclusion of students with medical conditions in all aspects of academy life;
- Support staff leading residential trips including students with a medical condition, by meeting with parents/carers and the student and, where relevant, specialist nurses to discuss the student's needs;
- Review and update existing health care plans for students attending residential trips;
- Ensure all health care plans are up to date and that all staff know where to locate current copies; and
- Liaise with the SENCo, Pastoral Managers and the school nurse to ensure that all resources are appropriately distributed to meet individual needs, for example laptops.

## The Role of the Medical Officer

The medical officer is responsible for:

- Overseeing the day-to-day welfare of students with long term or ongoing medical conditions at the academy;
- Recording and updating individual students' medical needs;
- Tracking medicines coming into the academy via the daily medication log;
- Co-ordinating and supporting immunisation events at the academy;
- Ensuring that all staff are aware of what to do if there is an emergency in their classroom;
- Ensuring that updated information is available for all staff on the staff shared drive or attached to individual profiles on SIMS;
- Liaising with parents/carers;
- Liaising with the school nurse, outside agencies (for example the diabetes team) and specialist nurses; and
- Attending medical training courses in order to keep abreast of relevant skills and information.

## Complaints procedure

There are written procedures in the academy's Complaints Policy for dealing with perceived unacceptable practice. This policy can be accessed via the Stockport Academy website.

**Agreed by Stockport Academy LGB September 2023**