

Bradford Forster Academy

Medical Treatment of Students Policy

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of respect, growth, and community whilst following our belief that '**Everything is possible for one who believes**' (Mark 9:23).



Purpose

To promote behaviour that will contribute to maintaining the Christian ethos of the Academy and create a climate which supports outstanding learning and achievement.

Objectives

The Governors, Principal and staff of Bradford Forster Academy are committed to ensuring that students with medical needs receive care and support in the Academy. Students should not be denied access to a broad curriculum simply because they are on medication or need medical support, nor should they be denied access to Academy trips etc. Every effort will be made to work with parents and students to ensure that students with medical needs experience the best possible care whilst at the Academy.

Complaints

Parents or pupils who are dissatisfied with the support provided should discuss their concerns directly with the Academy. If this does not resolve the issue, they may make a formal complaint using the Academy's Complaints Procedure.

Guidelines for students with long-term medical needs

Students with medical conditions entering the Academy from our partner primary schools will usually be identified through discussions with the Year 6 teacher on transition visits. Parents/carers are also requested to approach the Academy with information needed to ensure accurate and appropriate care for the student. Parents are also asked to complete a data form on entry identifying any medical needs. If a medical need arises following entry, parents/carers are asked to contact the Academy immediately. Parents may be asked to meet with the Special Educational Needs Coordinator (SENDCo) to agree a Care Plan if deemed appropriate.

Not all students with medical needs will require an individual Care Plan. A short-written agreement with parents may be all that is necessary.

Where required, each Care Plan will contain different levels of detail according to individual needs. The Care Plan should clarify the help that can be provided. It should include details of symptoms, daily care requirements, detailed emergency procedures and family/medical contact details.

The parents/carers should confirm all the medical information, in writing, and in cases of complex or serious conditions this should be verified by the GP and/or consultant, also in writing. The Care Plan should be developed in consultation with the parents/carers, the GP and School Health Service and others as appropriate. For example, it may be necessary to involve the catering provider in determining suitable meal arrangements for a food allergy sufferer. For the most severe conditions it is important to establish this, in consultation with the parents and the School Health Service. In some situations, it may be necessary to involve Specialist

Nursing Support or the Community Nursing Team. In some circumstances it may also be appropriate to involve the student.

All Care Plans are reviewed on an annual basis. This takes place during Annual Reviews for students with an Education and Health Care Plan and at least once a year during the Summer Term for others with a Care Plan. Interim reviews can be undertaken at any time when deemed necessary at the instigation of the parents/carers and/or health professionals such as diabetic nurse, community nurse, dietician, physiotherapist, etc.

Medic alert necklaces or bracelets are worn to alert others of a specific medical condition in case of an emergency. As these items can be a source of potential injury in games or practical activities, staff should consider whether, in certain circumstances, it would be appropriate to remove them temporarily and have them kept safe by the person in charge of the activity. In such cases, staff need to be alert to the significance of these bracelets/necklaces and be clear to whom they belong when removing and taking charge of them.

Medicines

Schools/Academies or other settings should not store large volumes of medicines. Staff should only store, supervise and administer medicine that has been prescribed for an individual student. The Academy has a stock of pain relief medication which is given on written approval of parents/carers when this has been advised by doctors but not prescribed. A medication log is kept. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed unless only one tablet is required daily for a short time, which should be clearly labelled with name, dosage, frequency, and any other instructions.

Any medication brought into the Academy should be handed to the Designated First Aider or SENDCo immediately, with a note from the parent/carer and information about how much and when the student needs to take the medication. If the student is on the Designated Specialist Provision (DSP), this medication should be handed to the Lead DSP Teacher. If this involves any special form of administration, the parents must contact the Academy first so that arrangements can be made by the parents/health authority or Academy for this to occur.

If a medicine is approaching its expiry date, or is close to running out, parents are responsible for maintain an up-to-date supply. Medicines are locked away in a cupboard in the Medical Room.

The exceptions to this are:

- Medicines for asthma, anaphylaxis, diabetes, and epilepsy. These medicines may be needed in emergency situations when immediate access would be essential. In some cases, children would carry their own medication, e.g., inhalers for asthma, in line with their Care Plan.

- Medicines needing refrigeration. These will be kept in a refrigerator which is in the medical room, which is kept locked at all times.

Roles and responsibilities

Roles and responsibilities are set out below:

The designated person with responsibility for students with medical needs is the SENDCo. Responsibilities are outlined as follows:

- Ensuring all information on the medical needs of students is kept secure, and up to date, on SIMS (School Information Management System).
- Delegation of the administration of medicines to the First Aider or Lead DSP Teacher, as agreed with parents/families, and the maintenance of necessary records.
- Ensuring safe storage of medicines.
- Communication with parents to ensure adequate supplies of medicines in school.
- Communication with parents to ensure that parents have completed the necessary authorisation forms, and the record keeping.
- Coordinate with the Assistant Principal the necessary training of staff in all related matters and the maintenance of training records.
- Ensure any new or temporary supply staff are informed of any medical conditions of students.

The delegated responsibility for day-to-day administration of medicines falls to the First Aid Team. Their responsibilities are outlined as follows:

- Assist, as necessary with student self-administration of medicines.
- Administration of medicines as agreed with parents/families, and the maintenance of necessary records.
- Ensuring that all relevant documentation is kept accurate and up-to-date, and entered on SIMS as soon as is possible, at the very least on a weekly basis, but ideally daily.
- Ensuring all medicines stored in the Academy are in-date; informing parents if this is imminent and ensuring all out-of-date medicine is replaced and disposed of safely, in line with guidance given.
- Liaison with lead members of staff to check the lists of students attending offsite activities and the liaison between home and the teacher in charge of the activity, to ensure that staff are prepared to deal with any necessary medical need or issue.

Staff Training and Support

Staff carrying out their role to support pupils with medical conditions will be provided with appropriate training and this will be reviewed annually by the SENDCo.

The child's role in managing their own medical needs

After discussion with parents/carers, children who are competent should be

encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within Individual Health Care Plans (IHCP).

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them.

Illness in the Academy

If a student is taken ill in a lesson and it is felt necessary for medical treatment the following may occur.

- Classroom staff log an alert on Classcharts, and the first aider responds in accordance with priority.
- Emergency First Aider is sent for if student is unfit to move.
- First aid is administered when necessary. Parents/carers may be contacted depending upon the nature of the problem. If it is thought that some follow up may be needed, a letter will be sent home with the child.
- In more serious cases where hospital attention is deemed necessary, the Academy will attempt to contact parents/carers who will be expected to take their child to hospital unless this is an emergency.
- In an emergency, an ambulance will be called, and the parent/carer contacted by the Academy. A member of staff may accompany the student to hospital.
- If parents cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment. In this case, a member of staff will always accompany the student.

~~**Please note the Academy is not allowed to administer drugs of any kind unless the medication has been sent in with the child and permission given.**~~

Food management – intolerances and allergies

Even in its most severe form, allergies, and severe allergic reactions (anaphylaxis) are very definitely manageable. All students with a diagnosed severe food allergy must have an individual Care Plan. Food/meal arrangements must be covered when the plan is drawn up. The Care Plan must be drawn up at a meeting involving the SENDCo and the parents and meal arrangements should be discussed at the same time.

We recommend that students with severe food allergies bring a home packed lunch. Where parents wish their children to be provided with school meals, a meeting takes place between the SENDCo and the parents. The Academy is responsible for arranging this meeting. At the meeting, the parents are made fully aware of the catering provider's food allergies/allergens policies and procedures. They can use this information to make an informed choice about whether or not

they wish their child to receive meals. If the decision is made to provide meals, then the care plan must clearly set out what the arrangements are, agreed by parents/carers.

A critical element of managing the risk from food allergens is ensuring that appropriate “emergency arrangements” are in place. This is essential. These should be in place regardless of whether meals are provided by the Academy/setting.

The Academy’s Catering position is that they have taken positive steps to reduce the likelihood that nuts will be found in any recipes/menus. Nuts are not used as ingredients. However, please note that, due to production methods of suppliers of raw ingredients, it is not possible for them to guarantee the child will not come into contact with allergens.

Catering staff must be made aware by the SENDCo, of the children affected by possible allergies that they provide for. The basic relevant information from the Care Plan, including a photo of the child is shared with the Catering staff.

The Academy should be supplied with two Epi pens for each affected pupil. These will be kept in available positions within the Academy, preferably in the medical room, in a box labelled clearly with the student’s name and photograph. The date of the Epi pens will be checked at regular intervals by the First Aid Team, and contact made with parents as outlined in this policy. For administration of Epi pens, see Appendix 4 for guidance.

Academy trips, visits, and off-site activities

Bradford Forster Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs and consider what reasonable adjustments can be made to allow children with medical needs to participate fully and safely. However, consideration must be given to the level of responsibility that staff can be expected to accept as indicated and agreed on the Care Plan, or in liaison with parents/carers for those without a Care Plan.

For work experience, the Careers Advisor should make sure that any placement is suitable for a student with a particular medical condition. The Careers Advisor is responsible for liaising with the workplace, and the careers service over any students who may have Medical Needs, and where necessary an additional Risk Assessment on the placement undertaken. Students will be encouraged to share relevant medical information with employers. A risk assessment should be completed for all student placements. The Academy has the primary duty of care to assess the suitability of all off site provision.

Equally there is a responsibility on the provider to undertake a risk assessment to identify significant risks and necessary control measures when children/young people are on site.

For journeys abroad and exchange visits it is advisable to have one copy of the parental consent form in the language of the country visited.

Where a student requires and has a particular medical care plan, this should also be available in the host language. This is particularly important if students stay with host families during an exchange visit.

Appendix 1 – Policy on Asthma

The Academy welcomes students who have asthma and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of asthma management and will liaise where appropriate with the Community and School Nursing Services.

The Academy will keep a record of students with asthma as notified by parents on the medical register.

The Academy expects that parents will inform staff of up-to-date details relating to the asthma of their son/daughter, together with clear guidance on the usage of medication, inhalers etc.

The Academy expects all students to take responsibility for the bringing and caring for their inhalers, whether preventative or relief inhalers and the latter may be kept centrally where appropriate but must be labelled clearly with the student's name if this is the case.

The Academy will take steps to ensure that curriculum activities e.g., Science experiments, are carried out with the needs of asthmatic students in mind.

The Academy expects that all students with asthma bring any inhalers needed to PE lessons and carry them with them during the lessons wherever possible. PE staff will advise students to carry them with them outside for lessons and not to leave them in the locked changing rooms to ensure they can be used promptly if needed during the lesson. It is acknowledged that asthma can have an impact on certain elements of the PE curriculum but also that it should not provide a barrier to learning if dealt with in line with medical guidance.

Asthma attacks – What to do

If an asthmatic student becomes breathless and wheezy or coughs continually:

- Keep calm. It is treatable.
- Let the student sit down in the position they find most comfortable, usually sitting down and leaning forward. Do not make them lie down.
- Let the student take their usual reliever treatment - normally a blue inhaler. If the student has forgotten their inhaler, and you do not have prior permission to use another inhaler:
 - Call the parents
 - Call a First Aider
 - Failing that, call the family doctor
- Check the attack is not severe - see below.
- Wait 5 - 10 minutes.
- If the symptoms disappear, the student can go back to what they were doing.
- If the symptoms have improved, but not completely disappeared, call the parents, and ask the student to take another dose of inhaler while waiting for them.
- If the normal medication has had no effect, see severe asthma attack below.

What is a severe Asthma attack?

Any of these signs mean severe:

- Normal relief medication does not work at all.
- The student is breathless enough to have difficulty in talking normally.
- The pulse rate is 120 per minute or more.
- Rapid breathing of 30 breaths a minute or more.

How to deal with a severe attack

- Follow the Academy protocol or:
- Call the family doctor.
- Ask the doctor to come immediately
- Call for an ambulance.
- Get someone to inform the parents.
- If the student has an emergency supply of oral steroids (prednisolone, prednesol) give them the stated dose now.
- Keep trying with the usual reliever inhaler every 5-10 minutes and do not worry about possible overdosing.
- Avoid giving the pupil a “reassuring hug” as s/he will need her arms, shoulders, rib muscles to help them to breath.
- Do not take the student outside for “fresh air” as cold air may increase the asthma attack.

Triggers for severe Asthma attacks

- Anxiety, Small furry animals, Chemicals, Exercising, Cold air.

Appendix 2 – Policy on diabetes

The Academy welcomes students who have diabetes and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of diabetes management and will liaise where appropriate with the Community and School Nursing Services.

The Academy will keep a record of students with diabetes and will make central access available for emergency rations and medication.

The Academy expects that parents will inform staff of details relating to the diabetes of their child, together with clear guidance on the usage of medication etc. It may be deemed necessary to draw up an agreed Care Plan.

The Academy expects all students to take responsibility for the management of their diabetes and will provide appropriate support where necessary.

It is essential to follow the Health and Safety Policy for the disposal of needles. The Academy has a sharps box for the purpose.

Appendix 3 – Policy on Epilepsy

The Academy welcomes students who have epilepsy and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of epilepsy management and will liaise where appropriate with the Community and School Nursing Services. Advice to staff on epilepsy attacks will be published in the Care Plan if one is in place.

The Academy will keep a record of students with epilepsy as notified by parents on the medical register.

The Academy expects that parents will inform staff of details relating to the epilepsy of their son/daughter, together with clear guidance on the usage of medication etc. It may be deemed necessary for the parents(s) to meet with the SENDCo and draw up a Care Plan.

The Academy expects all students to take responsibility for the management of their epilepsy and will provide appropriate support where necessary.

Appendix 4 – Policy on administering Epi pens

The purpose of this policy is to describe to parent, governors, and staff the measures taken by the school to protect those children who may need to receive the administration of an Epi pen. This policy only describes in outline the causes and symptoms of anaphylaxis. First Aid staff will receive detailed training from the School Nurse.

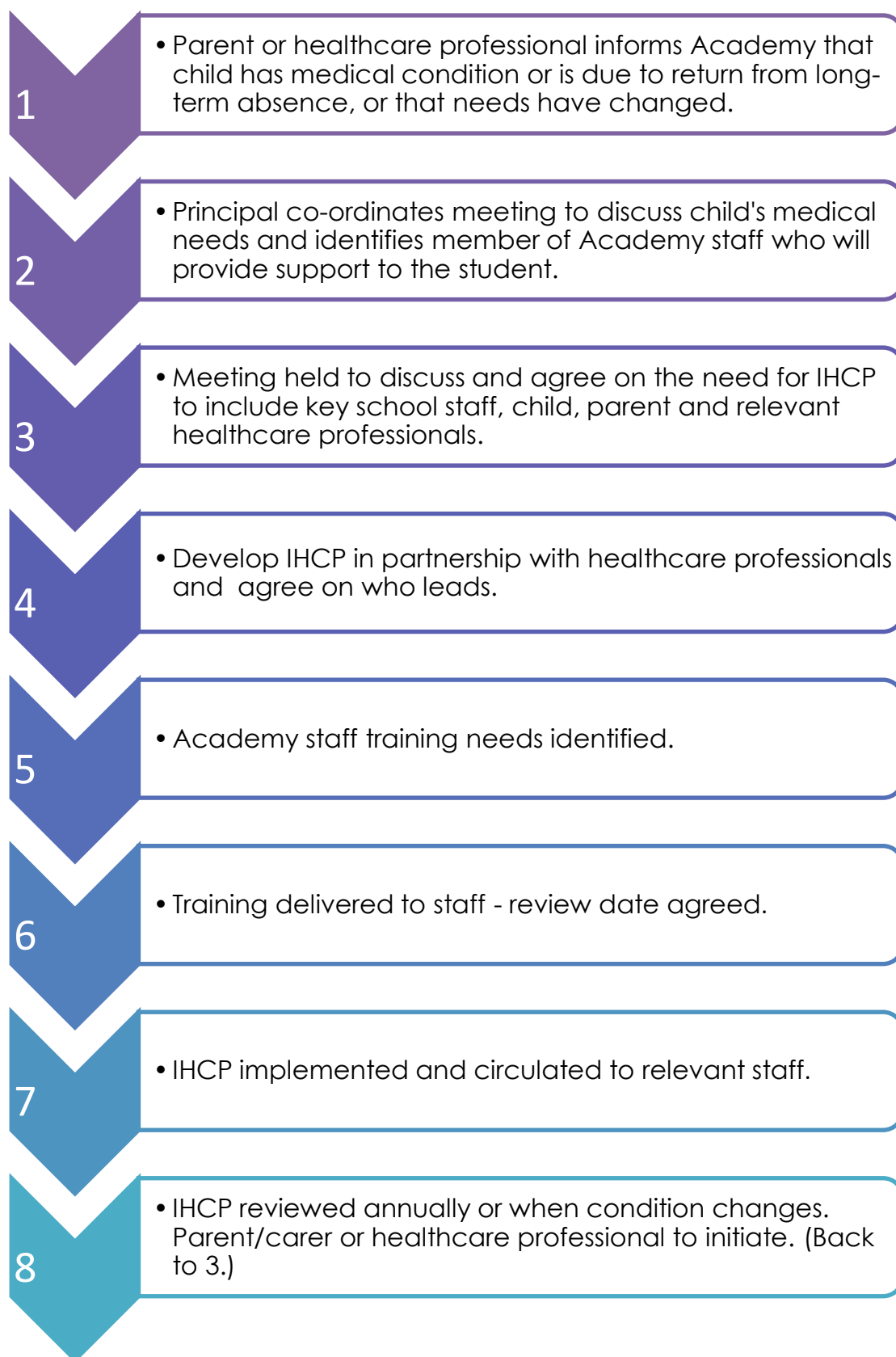
Anaphylaxis can be triggered by foods (nuts, shellfish, dairy products) or non-foods (wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system. In the event of an attack, it is important to administer an Epi pen as soon as possible and then call 999 for an ambulance.

All First Aid staff will be trained by the School Nurse about anaphylaxis and the administration of Epi pens. Any new First Aid staff will receive this training and existing First Aid staff offered refresher training each year.

At the beginning of each year, the names, and photographs of all children at risk will be issued to staff via the updated medical register. Photos of these children are also on display in the SEN (Special Educational Needs) Office and Reception. However, it is important to recognise that in a large Academy, it is very difficult for all members of staff to know all children, and that a leading responsibility for monitoring for anaphylaxis falls to those adults that have most frequent contact with individual children.

After receiving advice from the School Nurse, it has been agreed that each child should have two Epi pens in the Academy. These will be kept in available positions within the Academy, preferably in the medical room, in a box labelled clearly with the student's name and photograph. The date of the Epi pens will be checked at regular intervals by the First Aid Team.

Appendix 5 - Model process for developing Individual Health Care Plans (IHCP)



Template A: Individual healthcare plan

Name of school/setting
Child's name
Group/class/form
Date of birth
Child's address
Medical diagnosis or condition
Date
Review date

Family Contact Information

Name
Phone no. (work)
(home)
(mobile)
Name
Relationship to child
Phone no. (work)
(home)
(mobile)

Clinic/Hospital Contact

Name
Phone no.

G.P.

Name
Phone no.

Who is responsible for providing support in the Academy

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social, and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template B: Parental agreement for setting to administer medicine

The Academy/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/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/setting 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 Academy/setting staff administering medicine in accordance with the Academy/setting policy. I will inform the Academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Template C: Record of medicine administered to an individual child

Name of school/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Template E: Staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Template F: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number 01274 302400
2. Your name
3. Your location as follows Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Template G: Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTH CARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the Academy's policy for supporting pupils at the Academy with medical conditions for your information.

A central requirement of the policy is for an Individual Health Care Plan (IHCP) to be prepared, setting out what support each pupil needs and how this will be provided. IHCPs are developed in partnership between the Academy, parents, pupils, and the relevant Health Care Professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHCPs are likely to be helpful in many cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in Academy life, and the level of detail within Care Plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHCP plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another Medical Practitioner, Health Care Professional or Specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached IHCP template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely