



Mulberry UTC Medical Care Policy

Key staff members:	All staff
Responsible body:	Project Steering Group/Local Governing Body
Adopted:	June 2017
Last reviewed:	n/a
Next review:	June 2018

1. Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.

Mulberry UTC 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 healthy, safe, happy and able to achieve so that they can participate in the life of the school and make a positive contribution within their community.

2. Definition of Medical Needs

Students' medical needs may be summarised as being of two types:

- 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
- 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.

The following roles have specific responsibilities in relation to students with Medical Needs:

- Designated Governor for Safeguarding
- Designated Safeguarding Lead & Designated Child Protection Officer
- Member of SLT with responsibility for Medical Needs
- Senior member of staff for trips and visits

- Community School Nurse
- Senior member of staff responsible for first aiders
- SENDCO

3. Roles and Responsibilities

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

3.1 The Governing Body

The governing body will ensure that:

- Arrangements are in place to support students with medical conditions and that such children can access and enjoy the same opportunities at school as any other child.
- 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.
- 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.

3.2 The School

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

- The day-to-day implementation and management of this policy.
- Ensuring that all staff are aware of this policy and understand their role in its implementation
- Ensuring that all staff who need to know are informed of a child's condition
- Ensuring that sufficient members of staff are trained to implement the policy and support Individual Health Care Plans (IHPs)
- Establishing and maintaining working arrangements with partner agencies including community nursing teams, other health care professionals and the LA.

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

3.3 Students and Parents/Carers

Parents and carers are responsible for:

- Completing a Medical Information Form (see annex 1) prior to their child's entry to Mulberry UTC
- 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 son or daughter
- Completing a parental consent form (annex 3) to administer medicine or treatment before bringing

medication into school.

- 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:

- Providing information on how their medical condition affects them.
- Contributing to and complying with, their IHP.

4. Implementation of this policy

We identify students with medical needs on entry in Year 10 or in Year 12, or at initial meetings if students join Mulberry UTC mid-year or if medical concerns arise during the course of a student's time at the UTC. Procedures are then put in place for IHPs to be drawn up and carried out. The necessary training is provided and the responsibility of specified staff is made clear in the procedures laid out in this policy.

Medical information comes from different sources. This might be through primary records, medical forms completed on entry or parents informing Directors of Progress or form tutors. Members of staff within the SEND team are more likely to pick up long term medical needs and Directors of Progress are more likely to be told of new or short term needs. The following procedures are to be followed:

5. Training of staff

- All newly appointed staff will be 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 school will keep a record of medical conditions supported with IHPs, training undertaken and list of staff qualified to undertake responsibilities under this policy.

6. Medical conditions register

- A medical conditions register will be maintained and reviewed by the Designated Safeguarding Lead (DSL)
- A list of students with IHPs will be e-mailed to staff termly by the DSL and SIMs will be regularly updated so that it is noted if students have IHPs
- Supply staff and support staff will have access to this information on a need to know basis

7. Individual Healthcare Plans (IHPs)

- IHPs will be developed in collaboration with the student, parents/carers and the school nurse. Where necessary the DoP and the SENDCO will also be involved.
- IHPs will be kept centrally in the Medical room and a copy of this folder will be held by the DSL. The relevant IHPs will be distributed to DoPs, Heads of Department and the SENDCO if appropriate whilst preserving confidentiality.
- It is the responsibility of the school nurse to review IHPs annually or when the child's medical

circumstances change, whichever is sooner.

- If a child has a health issue that the school is concerned about a referral to the school nurse must be completed by the DoP (annex 4)

8. Medication

- For students with long term medical needs the regular administration of medicine is agreed as part of the IHP (this includes emergency medical intervention e.g epipens)
- An allocated person / people to administer medication is/are identified on the IHP
- The record sheet (annex 5) is updated on each occasion medicine is administered
- 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/ 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 DSL
- If parents wish for their child to receive one off medication at school e.g paracetamol they must bring it to school and administer it to their son or daughter in the presence of a first aider.

9. Non -Emergency First Aid

- If students are in need of first aid they must come to the main reception.
- They must be accompanied to the first aid room by a first aider
- All visits to the first aid room must be logged. The first aider must update the first aid log file (annex 6) kept in reception. This records time, injury, action and name of first aider
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. (annex 7)
- If a student is considered unfit to learn the DoP/person on duty must be contacted and parents asked to come and collect their child. No students should be allowed to leave unaccompanied if they are deemed too unwell to stay in school.
- The senior member of staff with responsibility for the first aiders will ensure that they are reminded of the school protocols and procedures termly.

10. 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. Where not possible medicines will be kept in the medical room.
- 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.

11. 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.

12. Additional Arrangements for 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
- Coordinate 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 SIP.

13. 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; a rota is distributed twice yearly by the Vice Principal and displayed prominently throughout the school
- Staff 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 will be informed in general terms about what to do 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.

14. Keeping everyone informed

All staff are to be kept informed about the school's medical care policy.

This policy is reviewed, evaluated and updated every year in line with the UTC's policy review timeline.

This policy should be read alongside:

- The UTC Inclusion Policy
- The UTC SEND Policy
- The UTC Accessibility Plan
- The UTC Equality Policy
- The Child Protection Policy

