



Knole Academy

Creativity in Learning
Confidence to Achieve

STUDENTS WITH MEDICAL NEEDS POLICY

May 2024

Preface

Safeguarding:

The safeguarding of children and young people underpins the work of the academy and must be adhered to as a prime responsibility.

Equality:

Knole Academy is committed to providing all staff, students, parents and carers, visitors and members of the wider community using the sites with equality of opportunity regardless of their age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All policies are screened for their impact on equality and issues are addressed if they arise. Knole Academy will provide special consideration on an individual basis if anyone is considered to have a specific special need. Any parent/carer who feels that their child has such a need should contact the relevant Head of Year in the first instance to explain their concerns.

This policy, and its associated procedures and protocols, is based on these key principles

STUDENTS WITH MEDICAL NEEDS POLICY

1.
 - a. Knole Academy understands that it has a responsibility to make the academy supportive with reasonable adjustments where possible to students with medical needs who currently attend and to those who may enrol in the future.
 - b. Knole Academy aims to provide all children with medical needs the same opportunities as others at school where this is reasonable and practicable, safe and cost effective.
 - c. Students with medical needs are encouraged to take control of their condition. Students should feel confident in the support they receive from the academy to help them do this.
 - d. Knole Academy aims to include all students with medical needs in all school activities where reasonable, practicable and safe to do so.
 - e. Knole Academy ensures that staff understand their duty of care to children and young people in the event of an emergency.
 - f. Knole Academy has regular staff updates on students with medical needs to enable staff to feel confident in knowing what to do to support them and in an emergency.
 - g. Staff at Knole Academy understand that certain medical needs are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
 - h. Knole Academy holds training on the use of an EpiPen for all staff each year.
 - i. Knole Academy keeps an up-to-date list of members of staff who have had first aid training and the level to which they have been trained and who provided the training – Knole Academy’s Provider is Kent Wellbeing Hub.
2.
 - a. Students are informed and reminded about the need to understand that some students have medical needs that they may need to be mindful of.
 - b. Parents/carers are informed about this policy as part of their child’s induction to the Academy. In addition,
 - This policy is on the school website
 - Heads of Year may refer to it in meetings regarding medical needs and Individual Health Care Plans (Appendix 2).
3.
 - a. Staff at Knole Academy understand their duty of care to students 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. This may include administering medication.
 - b. All staff who work with groups of students at Knole Academy receive induction and know when and how to call for a first aider in an emergency. Key staff are trained to be lead first aiders and will have a higher level of training. These staff will be called for when needed.
 - c. EpiPen training is refreshed for all staff at least once a year. Qualified first aiders are retrained in line with Government guidelines.

d. Action for staff to take in an emergency for students with serious conditions is discussed at the staff briefings during the year. In addition, briefings are used to ensure all staff are aware of students with a serious health needs and Individual Health Care Plans are shared by Email.

e. Knole Academy uses Individual Health Care Plans to support students with medical needs and these students are flagged on SIMS and in the medical needs register. In this way the appropriate staff are kept aware of students in their care who may need additional support or emergency care.

f. Knole Academy has procedures in place so that a copy of the student's Individual Health Care Plan is sent to emergency care settings with the student in case of 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.

4. a. All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the academy.

b. If a student needs to be taken to hospital, a member of staff will accompany them if parents/carers are not able to do so and will stay with them until a parent/carer arrives.

c. Generally, staff should not take students to hospital in their own car.

5. Definition of health or medical needs

For the purpose of this policy, students with health needs may be:

- students with chronic or short-term health conditions or a disability involving specific access requirements, treatments, support or forms of supervision during the course of the school day or
- sick students, including those who are physically ill or injured or are recovering from medical interventions, or
- students with mental or emotional health problems.

This policy does not cover self-limiting infectious diseases of childhood, e.g. measles.

Some students with medical needs may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Where this is the case, governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. Refer to the Special Educational Needs policy for further information.

6. Administration – emergency medication

a. Students at Knole Academy with medical needs know how to access their emergency medication.

b. If parents/carers require their child to be given medication, emergency or non-emergency, then a Parental Agreement for Administering Medicine form should be completed and signed by the parent/carer and returned to the admin office. The medication should normally be kept locked away in Admin unless there has been prior agreement as part of an Individual Health Care Plan.

c. Students are only encouraged to carry and administer their own emergency medication, when their parents/carers, Head of Year and health specialists determine they are able to start taking

responsibility for their condition and where there is no health and safety risk for them, or other students.

d. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Administration – general

e. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is normally done under the supervision of a lead first aider at Knole Academy.

f. For medication where no specific training is necessary, any member of staff, who is confident and comfortable, may administer prescribed and non-prescribed medication to students under the age of 16, with the consent of the student's parent/carer.

g. Where specific training is needed, training is given to first aiders to administer such medication to students. Our insurers provide cover up to the limit of the academy's public liability.

h. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent/carer in an emergency situation. This may include taking action such as administering medication.

i. Parents/carers at Knole Academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

j. If a student at Knole Academy refuses their medication, staff record this. Parents/carers are informed as soon as possible.

k. Staff attending off-site visits are aware of any students with medical needs on the visit. They 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. A risk assessment will be carried out to ensure that the student(s) are safe to attend the visit and participate in the activities.

l. If a trained member of staff, who is usually responsible for administering medication, is not available Knole Academy will make alternative arrangements to provide the service where reasonable and economic to do so. This is always addressed in the risk assessment for off-site activities.

m. If a student misuses medication, either their own or another student's, their parents/carers are informed. These students are then subject to the school's usual disciplinary procedures.

7. Safe storage – emergency medication

a. Emergency medication is readily available to students who require it during the school day and at off-site activities where practicable. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

b. Students who are competent to keep their own emergency medication do so in a secure fashion that maintains their own safety and the safety of others. In the case of emergency medication that can be considered to be a danger to others, this needs to be agreed in the Individual Health Care Plan.

c. Students at Knole Academy are reminded to carry their emergency medication with them where appropriate.

d. Students, who are not yet able or old enough to self-manage and carry their own emergency medication, know where to access their emergency medication.

Safe storage – non-emergency medication

e. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical needs know where their medication is stored and how to access it.

f. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

g. Lead first aiders ensure the correct storage of medication at school.

h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

i. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

j. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

k. Medication is stored in accordance with instructions.

l. Some medication for students at Knole 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 in a secure area, inaccessible to unsupervised students or lockable as appropriate.

m. Where practicable, medication is sent home with students at the end of the school year. Medication is not stored in summer holidays. Where it is not possible to send medication home it will be disposed of in a safe and secure manner.

n. It is the parent/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

o. Sharps boxes are used for the disposal of needles. Parent/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in Knole Academy are stored in a safe and secure way.

p. 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 the student's parent/carer.

q. Collection and disposal of sharps boxes is arranged with environmental services.

8. Enrolment forms

a. Parents/carers at Knole Academy are asked if their child has any health conditions or health issues on the admissions form. Parents/carers of new students starting at other times during the year are also asked to provide this information on admissions forms.

Individual Health Care Plans

b. Knole Academy uses a Individual Health Care Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Care Plan if required.

c. An Individual Health Care Plan is completed with parents/carers and students with a long-term medical condition. It will be completed as soon as is practicable either as the student starts the school or when a diagnosis is first communicated to the school. The Head of Year completes the Individual Health Care Plan, and this is then administered by the attendance Assistant Head of Year.

d. If a student has a short-term medical condition that requires medication during school hours, the parents/carers and student will meet with the relevant Head of Year to arrange how, when and where the medication will be taken.

e. Where possible a healthcare professional, such as a member of the school nursing team, will also be involved in the drawing up of the Individual Health Care Plan.

School Healthcare Plan register

f. Healthcare Plans are used to create a centralised register of students with medical needs. The Admin Assistant with responsibility for Health/Medical Needs has responsibility for the register at Knole Academy. Heads of Year are responsible for ensuring the identified member of staff is given the relevant names.

g. Heads of Year will consult with the parents/carers about the student's Individual Health Care Plan as required or if administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Care Plans

h. Parents/Carers at Knole Academy are expected to inform the school 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.

i. Students with an Individual Health Care Plan at Knole Academy will normally have their plan discussed and reviewed at least once a year by the Head of Year.

Storage and access to Individual Health Care Plans

j. Parents/Carers and students at Knole Academy are provided with a copy of the student's current agreed Individual Health Care Plan.

k. Individual Health Care Plans are kept in the students file and attached to the students SIMS file as a 'linked document'.

l. Knole ensures that staff protect student confidentiality.

Residential visits

a. Parents/Carers are required to complete a medical health form for a residential visit before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition, their overall health, allergies and medication. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not

normally taken during school hours.

b. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Health Care Plan. A designated member of staff is given responsibility for all medication and information. Where EpiPens are required, all staff on the journey are given training on how to use an EpiPen. Where it is agreed by parents/carers and staff that the child can be responsible for their own medication, this is allowed but the staff member will check that medication has been taken.

c. All parents/carers of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

d. The residential visit form also details what medication and what dosage the student 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 student manage their condition while they are away.

8. Physical environment

a. Knole Academy is committed to providing a physical environment that is accessible, wherever reasonable and practicable, to students with medical needs.

b. Knole Academy's commitment to an accessible physical environment includes out-of-school visits and trips are made accessible to students where reasonable and possible. However, it is also noted that there are occasions where it is not possible to make a trip accessible to all students. On these occasions' decisions will be made following a detailed risk assessment by senior staff

c. Personal Emergency Evacuation Plans (PEEPS) are in place for those who require assisted evacuation in case of emergency. In such cases the student should make their way to a refuge point as shown on posters around the academy site. Head of Year discuss with students when informed of an identified need for one by parents/carers. A copy of a PEEP poster is in appendix 1.

Social interactions

c. Knole Academy ensures the needs of students with medical needs are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school where reasonable and possible.

d. Knole Academy ensures the needs of students with medical needs are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits where practicable, reasonable and economic to do so.

e. Staff are aware of the potential social problems that students with medical needs may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

f. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical needs amongst students and to help create a positive social environment.

Exercise and physical activity

g. Knole Academy understands the importance of all students taking part in sports, games and activities.

h. Knole Academy ensures that classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to students where reasonable and practicable.

i. Knole Academy aims to ensure that teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities. Parents/carers and students have a responsibility to keep staff and coaches informed of any medical issues that may affect their ability to participate.

j. Knole Academy advises parents/carers and students to ensure that students have the appropriate medication or food with them during physical activity and that students take them when needed.

k. Knole Academy ensures that students with medical needs have equality of access to out-of-school clubs and team sports.


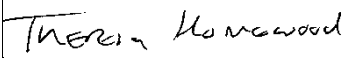
Education and learning

l. Knole Academy ensures that students with medical needs can participate fully in all aspects of the curriculum and ensures that appropriate and reasonable adjustments and extra support are provided where practicable.

m. Teachers at Knole Academy are aware of the potential for students with medical needs to have special educational needs (SEN). Students with medical needs who are finding it difficult to access their studies are referred to the SEN coordinator.

Monitoring, Evaluation and Review

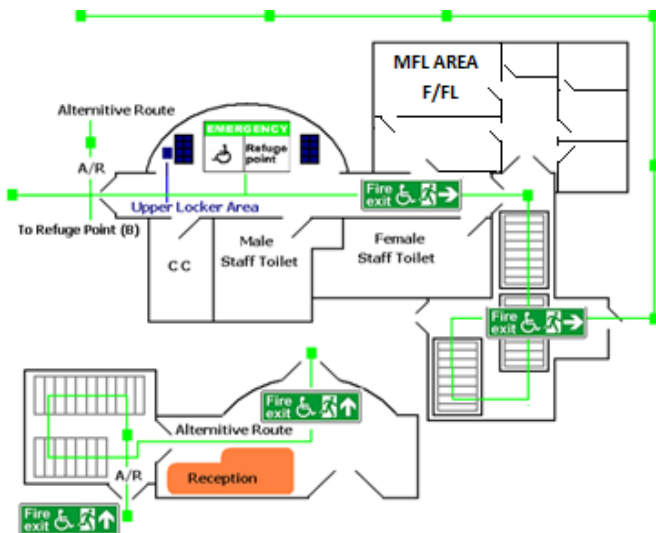
The Governors will review this policy regularly and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

APPROVED Teaching & Learning Committee	03.05.24. Ratified by the Full Governing Body on 26.06.24		
SUGGESTED REVIEW DATE	May 2027		
SIGNED HEADTEACHER		PRINT NAME	Mr D Collins
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Miss T Homewood

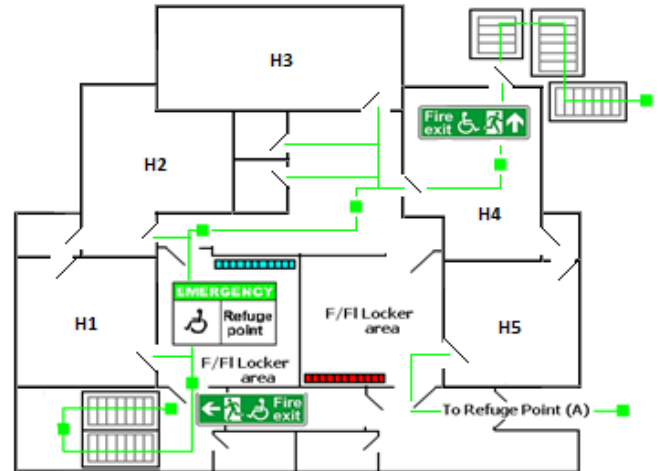
PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

FIRST FLOOR REFUGE POINT (A)

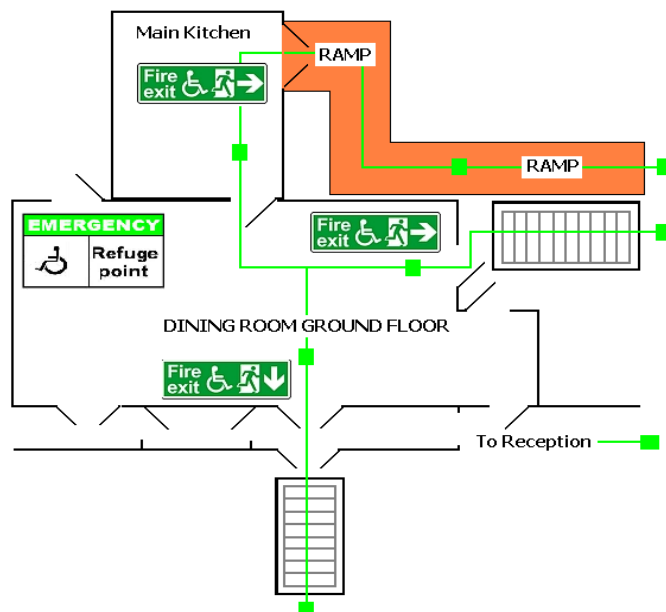
VISITORS - CONTRACTORS - STAFF - STUDENTS: Any person or persons who require assisted evacuation must make their way to one of the refuge points located on this map. First floor refuge points are located at both ends of the main Academy building. The ground floor refuge point is located at the far right end of the main Academy building. In the event of an Emergency the site staff will promptly arrive at the refuge point and assist in the safe evacuation of person or persons waiting.



FIRST FLOOR REFUGE POINT (B)



GROUND FLOOR REFUGE POINT (C)



ACTION POINTS!

- Have you signed in?
- Have you established a point of contact?
- Have you asked for Assisted Evacuation?
- Do you know where the nearest refuge point is?
- Do you require an assistant whilst on the premises?
- Do you understand the Academy's procedure?



Individual Healthcare Plan (Template)

Name of school/setting	Knole Academy		
Child's name			
Group/class/form	Year:		
	Reg:		
Date of birth			
Child's address			

Date	16.09.2020
Next Review Date	09.2021

Medical condition or diagnosis	Summary	Notes

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

Name	
Relationship to child	
Phone no. (work)	

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

Clinic/Hospital Contact		G.P	
Name	Awaiting details	GP Name	
Phone no.		Phone no.	

Who is responsible for providing support in school	First aiders, Head of Year,
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Arrangements for school visits/trips etc

Other information

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

