

Ocker Hill Academy



Aim High ● Aim Higher

Medical Needs Policy

To be reviewed in line with Ocker Hill Academy Policy Guidelines

Ethos

Ocker Hill Academy will provide a fully inclusive educational and pastoral system. We will ensure that correct procedures and protocols are in place to enable any pupil with a medical need to be able to attend the academy or have minimum disruption to their education. We will support all children to be resilient and mentally healthy.

The Academy will be a safe and affirming place where all children can develop a sense of belonging and feel able to trust and talk openly to adults about their problems.

This policy is written in conjunction with The Equality Act 2010 and the SEN Code of Practice 0-25 years 2014.

The Policy refers to the Behaviour Management Policy.

The Academy will follow the guidelines for Moving and Handling Pupils who have Physical Disabilities January 2012.

The Board of Trustees will

- Ensure that arrangements are in place to support pupils with medical and mental health needs.
- Ensure that all pupils can access and enjoy the same opportunities.
- Ensure that all agencies work together to enable children to receive a full education.
- Ensure that children with any health needs, including mental health, will be supported by the relevant professionals.
- Ensure that the Academy focuses on the specific needs of each individual and how this can impact on their academy life.
- Ensure that all records are up to date.
- Ensure that parents and pupils have confidence in the Academy's ability to provide effective support for medical needs in the Academy.
- Ensure that the Academy understands how the medical needs impact on a child's ability to learn and promote confidence and self-care.
- Ensure that staff are trained to provide the support the pupil will need.
- Ensure that no child is refused admission due to a medical need but allow a transition period for staff training.
- Ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Under Section 10 of The Children Act 2014 have a duty to promote co-operation between all relevant bodies to support children with medical needs.

The Principal will

- Ensure that the policy is developed and effectively implemented.
- Ensure that all staff read the policy and understand their roles.
- Ensure that relevant staff are informed of the need, including new and supply staff.
- Ensure that relevant staff are trained.
- Ensure that all Health Care Plans are in place and reviewed.

- Ensure that adequate Insurance is in place.
- Liaise with other agencies.
- Ensure that medicines are stored safely, and that Inhalers, Epi Pens and Diabetic equipment are readily available to trained staff, but out of reach of children.
- Ensure that children and parents are included in decisions relating to health needs.
- Ensure that the Academy will intervene early and strengthen resilience.
- Ensure that Risk Assessments are completed when required.

The Staff will

- Support children with medical and mental health needs.
- Administer medicine following training, if happy to do so.
- Ensure that they have sufficient training.
- Ensure that they know how to respond if a pupil with a medical need requires help.
- Ensure that Risk Assessments are completed when required.

The School Nurse will

- Notify the Academy of children with medical needs.
- Support the Academy in writing the Health Care Plans.
- Support the Academy by offering relevant training.
- Liaise with lead clinicians.
- Train staff in how to administer drugs.

The Parents will

- Notify the Academy if their child has a medical need.
- Provide up to date information.
- Be involved in writing and reviewing Health Care Plans.
- Carry out the actions agreed in the Care Plan.

Pupils will

- Be empowered to recognise their symptoms and needs. All medication will be administered by an adult.

Procedures

The Principal and assistant SENCO is responsible for implementation of the procedures and will liaise with parents and school nurse to complete the Health Care Plans.

Health Care Plans

The Health Care Plan will clearly state the need, condition triggers, symptoms and treatments.

It will record the steps needed to manage the condition and overcome any potential barriers to learning.

It will clearly define what is an emergency, how to respond and who to contact.

It will be written as soon as possible once the need is identified and reviewed regularly.

Each care plan will:

- Relate only to the need and action for that individual child.
- Include details of medication to be taken, the correct dosage, how/where to store the medication and any possible side effects.
- Refer to any dietary requirements or environmental factors.
- Record the support for educational, social and emotional needs and level of support needed.
- Include a record of training received by relevant staff and arrangements for Academy trips.
- Record any transition details/procedures for the next year and Academy.
- Include a phased return following long absences.

Administration of Medication

Listed below are the principles for administering medication:

The Academy will only give medication which is in date and has clear information relating to the dose to be given.

The Academy will NEVER give Aspirin unless prescribed by a doctor.

All parents will be asked for permission before the Academy will give any medication and details of permission given and by whom will be recorded.

All parents will complete The Asthma Record card.

All medicines will be stored safely.

Inhalers, Epi pens and blood glucose testing machines will be available at all times and safely stored.

All medication will be taken on Academy trips.

Medication will be returned home for safe disposal by the parents.

The Academy will have a sharp box when needed.

The Academy will keep a record of who gave the medication, dosage and time given.

Controlled Drugs:

The Academy Nurse will train two staff to administer the drug.

Administration will be recorded by both staff and signed.

This medication will be locked away, but accessible in an emergency.

The Pupils must NEVER carry medication around in their bags or pockets or pass it on.

THE ACADEMY WILL NOT TAKE RESPONSIBILITY FOR THIS.

Protocols

Always ensure that two members of staff are present.

Encourage children to help if capable.

Staff will talk pupils through the administration of lotions, they will support by squeezing it onto the skin but children will rub it in.

Mental Health Needs

The Academy will promote the health and well-being of all pupils.

The Academy will have clear systems and processes to help staff to identify children with possible mental health needs.

The Academy will ensure that care plans are written, actioned and regularly reviewed.

Strategies and Interventions to promote positive mental health include:

- The use of the PSHE curriculum to develop resilience, confidence and the ability learn.
- OHA Behaviour Management strategy used throughout the whole Academy.
- Access to the Academy Nurture Group
- Small group and one to one sessions to help pupils identify and use coping strategies.
- Developing strong links with parents and carers.
- The Learning Mentor will lead counseling sessions.
- Referral to Barnardo's and CAMHS.
- One to one therapeutic work led by professionals.
- Administration of medication if required.

Emergency Situations

The Academy will ensure that Health Care Plans note symptoms and the response required should the need arise.

The Academy will phone 999 giving clear information and directions.

Unacceptable Practice

Staff WILL NEVER:

- Prevent children from accessing inhalers etc.
- Assume each child with the same condition requires the same treatment.
- Ignore the views of pupils and parents.
- Send pupils home frequently or discriminate against them.
- Penalise pupils for low attendance.
- Prevent drinking, eating and toilet breaks needed to manage the need.
- Make parents feel obliged to give medication.

- Prevent a child fully participating in Academy life.

Insurance

The Academy will ensure that all Insurances are up to date.

The policy will be accessible to all staff.

Complaints

If a pupil or parent is dissatisfied with the support provided they should contact the Academy directly.

If the complaint cannot be sorted, parents must follow the Complaints Procedure on the Academy Website.

March 2024

