



# The Hinckley SCHOOL

## Medical Conditions 2023-24

<b>Date of last review:</b>	<b>January 2024</b>
<b>Reviewed by:</b>	<b>Kate Priestnall, Director of Student Welfare and DSL</b>
<b>Approved by Governors:</b>	<b>February 2024</b>
<b>Frequency of review:</b>	<b>Annually</b>
<b>Date of next review:</b>	<b>January 2025</b>

This policy is based on statutory guidance within:

Supporting Pupils at School with Medical Conditions (April 2014), Diabetes UK advice and The Medical Conditions in School framework guidance.

## **Policy Statement**

The Hinckley School is an inclusive community that welcomes and supports students with medical conditions and provides all students with any medical condition the same opportunities as others. In our school we seek to promote justice, equality of opportunity and fair treatment in a safe and nurturing environment. We work towards overcoming barriers to enable the achievement, growth and development of each individual. We recognise that students with physical or mental health difficulties may need extra and/or specific resources in order to access the full curriculum.

We make sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

Our school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

Our school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Our school has a suitably qualified team of first aiders.

## **Policy Framework**

The policy framework describes the essential criteria for how The Hinckley School can meet the needs of students with long term conditions.

This school is welcoming and supportive of students with medical conditions. It provides students with medical conditions with the same opportunities and access to activities (school based) as other students. No child will be denied admission or prevented from taking up a place at our school because arrangements for their medical condition have not been made.

1. Our school will listen to the views of students and parents.
2. Students and parents feel confident in the care they receive from the school and the level of that care meets their needs.

3. Staff understand the medical conditions of students at the school and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn.
4. All staff understand their duty of care to students and know what to do in an emergency.
5. Our school and the local health community understand and support the medical conditions policy.
6. Our school understands that all students with the same medical condition will not have the same needs.
7. Our school recognises its duties under the Children and Families Act 2014 relating to students with a disability or medical condition.

**The Hinckley School medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

1. Stakeholders include NHS health for Teens, local governors and Trustees.
2. The medical conditions policy is supported by a clear communication plan for staff and parents and other key stakeholders to ensure its full implementation.
3. The medical conditions policy will be available on the school website and available to parents by ordering a hard copy from the school office.

**All staff understand and are trained in what to do in an emergency for students with a medical condition.**

1. All school staff, including temporary or supply staff are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
2. All staff receive training in what to do in an emergency and this is refreshed at least once a year.
3. Some students with a medical condition will have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

4. All staff including temporary or supply staff, know what action to take in an emergency and receive updates regularly which is at least annually.
5. If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student taken to hospital by ambulance. They will not take students in their own car.

**The Hinckley School has clear guidance on providing care and support and administering medication.**

1. Our school understands the importance of medication being taken and care received as detailed in the student's IHP.
2. Our school will ensure there are several members of staff who are trained to administer the medication where this may be necessary and meet the care needs of an individual child.
3. The Trust Board has made sure there is the appropriate level of insurance and liability cover in place.
4. Our school staff will not give medication (prescription or non-prescription) to a student without a parent or carer's written and verbal consent except in exceptional circumstances where the medication has been prescribed to the student without the knowledge of the parents/carers. In such cases, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.
5. Our school will not give a student aspirin unless prescribed by a doctor.
6. When administering medication, our school staff will check the maximum dosage and will check when the previous dose was given.
7. Our school will ensure a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
8. Parents and Carers understand that they should let The Hinckley School know immediately if their child's needs change.
9. If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.
10. If a parent/carer completes a medical consent form, they need to ensure that the medication is labelled with the name of student.

### **The Hinckley School has clear guidance on the storage of medication and equipment**

1. Our school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in school and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish if this is appropriate.
2. Students may carry their own medication/equipment or they will know exactly where to access it.
3. Students can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessibly, with only named staff having access.
4. Staff can only administer a controlled drug to a student once they have had specialist training.
5. Our school will make sure that all medication is stored safely, and that students with medical conditions know where their medication is at all times and have access to it immediately.
6. Our school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
7. Parents and carers are asked to collect all medications/equipment at the end of the academy term/year and to provide new and in-date medication.
8. Our school disposes of sharps and needles in line with local policies. Any issued sharp boxes are kept securely at school and are collected and disposed of in line with local authority procedures.

### **The Hinckley School has clear guidance about record keeping.**

1. Parents and carers are asked if their child has any medical conditions within the enrolment procedure.
2. Where appropriate our school will use an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

3. Our school has a centralised register of IHP's, and an identified member of staff has responsibility for this register.
4. IHP's are reviewed regularly, at least every year or whenever the student's needs change.
5. Our school ensures the student's confidentiality is protected.
6. Our school staff will seek permission from parents before sharing any medical information with any other party. Any information shared will be done in line the Data Protection Act 2018.
7. Where appropriate our school will meet with the student, parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the student's IHP which accompanies them on the visit.
8. Our school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
9. Our school makes sure that all staff providing support to a student have received suitable training and on-going support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse, other suitably qualified healthcare professional and/or the parent. Our school keeps an up-to-date record of all training undertaken and by whom.

**The Hinckley School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

1. Our school is committed to providing a physical environment accessible to students with medical conditions and is also committed to an accessible physical environment for out of academy activities.
2. Our school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
3. All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside their school's anti bullying policy, to help prevent and deal with any issues. They use opportunities such as personal, health and social education (PHSE) and

science lessons to raise awareness of medical conditions and to help promote a positive environment.

4. Our school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out of academy clubs and team sports.
5. Our school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
6. Our school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at their academy as any other child, and that appropriate adjustments and extra support are provided.
7. All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. Our school will not penalise students for their absences and attendance if they relate to their medical condition.
8. Our school will refer students with medical conditions who are finding it difficult to keep up educationally to the Special Educational Needs and Disability Coordinator (SENDCo) who will liaise with the student (where appropriate), parent and the student's healthcare professional.
9. Our school makes sure that a risk assessment is carried out before any out of school visit, including work experience and educational placements. The needs of the students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**The Hinckley School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Our school is actively working towards reducing or eliminating these health and safety risks.**

1. Our school is committed to identifying and reducing triggers both in the school and during school visits.
2. School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.

3. The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of students with medical needs.
4. Our school reviews all medical emergencies and incidents to see how they could have been avoided and changes to policy will take place according to those reviews.

**The medical conditions policy is regularly reviewed, evaluated and updated. Updates are annual unless a need arises for this to be sooner.**

In evaluating this policy, the Hinckley School seeks feedback from key stakeholders including students, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local governors and Trustees. The views of students with medical conditions are central to the evaluation process.

### **Complaints**

Should parents/carers or students be dissatisfied with the support provided and wish to make a complaint the complaints policy can be found on the school website. Concerns should first be discussed with the school and if that does not resolve the issue then parents/carers or students can make an official complaint via the school complaints procedure. Making a formal complaint to the Department for Education should only occur if it falls within section 496/497 of the Education Act 1996 and other attempts at resolution have been exhausted. Ultimately parents/carers (and students) are able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

### **School Procedure**

Our school will seek to support the student with a medical condition in accessing the curriculum to the best of the student's ability. During a period of absence due to the medical condition our school will take responsibility for ensuring adequate educational provision. This may involve seeking help from the Local Education department and/or hospital school. When the student is ready to return to school we will assist the student in re-integrating back into the school community.

Our school will seek to support the student by following their procedure as outlined

### **12. Useful Contacts**

A list of useful contacts can be found at appendix G to this policy.

## The Hinckley School

### Our team

Our school has a medical team comprising of 20 first aid trained staff.

### Support for students who struggle to access the curriculum due to a medical need

When a student has had a sustained period of absence due to a medical condition, and is ready to return, we will aim to support the student by following this procedure:-

1. When the school is notified by a parent/carer of a student's difficulty in accessing school as a result of a medical condition, Attendance Officer the Form Tutor, Year Leader, progress Leader, Assistant headteacher responsible for that year, will aim to be notified **the same day** and information will be passed to the Year Team.
2. The Hinckley School will aim to contact the family within 48 hours to offer to meet with them to discuss the student's needs with the Year Team.
3. The school will aim to convene a meeting with the student, parents/carers and any other relevant health care professional **within one week** of the school being notified or as soon as the family is ready. At the meeting the student's difficulties in accessing the school will be discussed and (where appropriate) an IHP will be drawn up. The school will notify all the student's teachers of the IHP.
4. If there is a period when the child is too unwell to attend school (or is prevented from accessing school until such time as appropriate support is in place) the school will arrange for the Attendance Officer or Year Team to keep in regular weekly contact with the family. This contact will be in the form of support and concern rather than 'monitoring'. The Year Team, the SENDCO and the Tutor will be informed of developments **on a weekly basis** so that the situation can be continually reviewed. The Year Team will offer the family information about other possible sources of support that may be available beyond the school. The Year Team, in consultation with the Form Tutor, will try to assist the student in maintaining links with their class mates.
5. The parents/carers will be advised that the Director of Safeguarding and Well being will then take on responsibility for co-ordinating the IHP should this become an appropriate next step. They will discuss with the Head teacher the student's need for support and agree the resources that will be put in

place. The Head teacher will decide if there is a need to contact the Education Department for advice or additional resources.

6. Students who will require a Risk assessment and Personal Evacuation Plan, (PEEP) are consulted prior to returning to the school by the Pastoral Leader. The Parent/Carer and Student are required to be present when these assessments are being undertaken for example returning to the school after an injury and the students' mobilising with the use of an aid (crutches). Students will not be able to access the stairs until they have been shown by the Pastoral Leader the safe drill to use while on the school premises.
7. Local governors will be informed of need and provision through the report prepared by the Health and Safety Committee and submitted by the Operations Manager.

### **Our Medical Service**

If a student requests to see Teen health about a non-urgent issue, they should seek to make an appointment during break and lunchtime with the safeguarding team alternatively they can use the drop-in service on a Thursday lunchtime.

If a member of staff considers a student needs to receive medical assistance in lesson they should send an able student to request this from reception who will call a first aider.

### **Medical Passes**

A number of students across the year groups have been issued with a medical pass. This allows them with immediate permission to leave the room to access the WC.

If students are regularly leaving lessons for an extended period of time or numerous times or causing suspicion of misuse of their pass please contact the Pastoral leader for their year group.

If a student requires First Aid during the school day, a first aider should be called to attend.

For example, this maybe; unconscious students, fits, major knocks, head or neck injuries (even potential), diabetic students, severe allergic reactions.

**If a situation occurs that you would consider requires calling 999 please do so immediately]**

**First Aid or requiring a Nurse/Ambulance**

First Aid is defined as (in the case of serious injury) treatment for the purpose of preserving life and minimising the consequences of injury and illness until the assistance of a medical practitioner can be sought.

Or in non-serious situations: The treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

We have the following trained staff at The Hinckley School in addition to the first aiders and an ongoing commitment to training in this area.

[appointed person (AP)  
emergency first aid at work (EFAW)  
first aid at work (FAW)]

**Appendices for information and completion:**

- Appendix A Individual Health Care Plan (IHCP) form for students
- Appendix B Parental Agreement for School to Administer Medicine
- Appendix C Guidance for the Administration of Medicines at the School
- Appendix D Record of Medicine Administered to an Individual Student
- Appendix E Staff Training Record – Administration of Medicines
- Appendix F Consent Form for Emergency use of School's Inhaler

Appendix A

The Hinckley School - Individual Healthcare Plan

This form will be personalised for students with complex medical needs at HAJC6.

Child's name:	
Tutor group:	
Date of birth:	
Child's address:	
Medical diagnosis or condition:	
Date:	
Review date:	
Family Contact Information Name of parent/carer (contact 1):	
Relationship to child:	
Phone no. (work):	
(home):	
(mobile):	
Name of parent/carer (contact 2)	
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 school?	

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, contraindications, 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).

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Plan developed with:

Signatures:


Staff training needed/undertaken – who, what, when:

--

Form copied to:

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Parental and Student Agreement.

I agree that the medical information in this plan may be shared with individuals involved with my child's care and education (this includes the emergency services).

I agree that my child can be administered their medication by a member of staff in an emergency. I understand that I must notify the school of any changes.

Parent/Carer (contact 1) signature & date:

Signature:	Date:
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Student signature & date:

Signature:	Date:
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Appendix B

The Hinckley School  
Medicine Consent Form

The school will not give your child medicine unless you complete and sign this form.

Full name of Child:
Date of Birth:
Tutor Group:
Medical condition or illness.
Reason for Medication:
He/she is considered fit for school but requires the following medicine to be given during school hours
<b>MEDICINE</b>
NB: Medicines must be in the original container as dispensed by the pharmacy
Name of medicine (as described on the container):
Expiry date:
Dosage and method:
Times of Administration:
With effect from (start date):
Until (end date):
Special precautions/other instructions:
Are there any side effects that the school needs to know about?
Self-administration – y/n:
I consent/do not consent for my child to take the medicine by him/herself and therefore kindly request/do not request that you arrange for the administration of the above medicine as indicated. (Please delete as appropriate)

I consent/do not consent for my child to carry his/her own medicine and therefore request/do not request the school store it on his/her behalf. This medicine does/does not need to be kept in a fridge. (Please delete as appropriate)

Date for review of medication: To be initiated by:

Contact Details

Name of person completing this form:

PTO

Daytime contact telephone number:

Address:

Relationship to child:

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school to administer in accordance with their 'Supporting Children with Medical Conditions' and Administrations of Medicines' Policies. I will inform the school immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medicine is no longer required.

Signed:

Name (please print):

Date:

## Appendix C

### The Hinckley School - Guidance for the Administrations of Medicines in school

We appreciate that sometimes it will be necessary for your child to take medication during the school day. It is very important that ALL medicines are stored and administered safely. Staff administering any medicines to your child will be expected to follow certain procedures.

Parent(s)/carer(s) must provide the following information:

- The reason for the medicine (including any diagnosis)
- The amount to be taken (i.e. 1 tablet/5mls)
- Dosage (i.e. 500mg-per tablet)
- Duration that the medicine should be taken (i.e.7 days)
- Time for medication to be given (avoiding lesson times, unless medically essential).
- Expiry date and batch number on the medicine.
- The original packaging/label (you may reduce the amount of tablets/liquid to keep at home).

Please note we are unable to:

- Accept handwritten notes or incomplete consent forms
- Administer medication if unsafe to do so
- Store large amounts of medicine
- Administer medication if your child is unwilling to take it

Students must:

- Present themselves to the first aid room, located in the Health & Wellbeing area, to take their medicine, as instructed by parent(s)/carer(s) or a healthcare professional.
- Not carry medicine around the school, unless they have a medical form instructing them to do so (students found in possession of medicines without a form will be asked to give this to the school's Health & Wellbeing Officer for safekeeping, until parent(s)/carer(s) are able to collect it).
- Not 'share' their medicine with other students.

Please call if you have any questions about the administration of medicines:

The Year Team

Contact details: 01455 632183

Appendix D

The Hinckley School

Record of Medicine Administered to an Individual Child

Full name of Child:
Date of Birth:
Tutor Group:
Date medicine provided by Parent:
Quantity received:
Name and strength of medicine:
Expiry date:
Dose and frequency of medicine:
Quantity and date returned:

Staff signature \_\_\_\_\_

Parent signature \_\_\_\_\_

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:


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


Appendix E

The Hinckley School  
Staff Training Record – Administration of Medicines

Name:	
Brief details of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated \_\_\_\_\_.

Trainer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that I have received the training detailed above.

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

## THE HINCKLEY SCHOOL CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Student showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler \_\_\_\_\_.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: ..... Date: .....

Name (print).....

Relationship to child: .....

Child's name: ..... Tutor Group: .....

Parent/carer's address and contact details:

.....  
.....  
.....

Telephone: .....

E-mail: .....



The Hinckley  
SCHOOL

## **Appendix G**

### **Useful Contacts**

[Teen health](#)

[Children's Hospital School Leicester](#)

[Camhs Leicestershire](#)

[Department for Education Supporting pupils at school with medical conditions](#)