



Medical

Needs

Policy

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1. Statement of Intent

OMNI Alternative Provision wishes to ensure that young people with medical conditions receive appropriate care and support at the provision. This policy has been developed in line with the Department for Education's guidance released in December 2015 (updated 2017) *"Supporting pupils at school with medical conditions"*.

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The OMNI Director(s) is responsible for:

The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of OMNI Alternative Provision.

- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

1.3. The Head of Service is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of OMNI Alternative Provision.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for staff who support young people in line with this policy.
- Contacting the school nursing service in the case of any young person who has a medical condition.

1.4 Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include young people with medical conditions into sessions.

- Administering medication if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting young people with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a young person with a medical condition needs help.

1.5 Parents or carers are responsible for:

- Informing the OMNI office that a child with medical needs will begin attending and supplying doctor or hospital documentation to this effect if required.

When such a notification has been received, the Head of Service should be informed, this process will be part of induction of a young person to the provision. They will ensure that all of the relevant staff are notified and begin the process of planning for the child's safe admission to the provision. Arrangements to support children will ideally be in place before the young person starts, or no later than two weeks after their admission (dependent on new diagnoses emerging or starting at the provision midyear).

When a formal diagnosis has not yet been made, or where there is a difference of opinion, the provision in collaboration with the commissioning school makes a judgement about what support to provide based on the available evidence. If evidence conflicts, the provision will challenge appropriately to ensure that the right support can be put in place.

Definitions

- Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at OMNI Alternative Provision

3. Training of staff

- Staff will receive training on the Supporting Young People with Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Head of Service will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

4. The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

- Pupils will not usually be allowed to carry their own medicines and devices; their medicines will be located in an easily accessible location (the school office).
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

5. Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head of Service Commissioning Schools Special Educational Needs Coordinator (SENCO) and medical professionals:

- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education, we will work with the LA, commissioning school and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the young person to take them outside of provision 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 agreement for a school to administer medicine form.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. Where a young person is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the provision at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our [Drug and Alcohol Policy](#).
- Medications will be stored in a locked cabinet in the Main Office. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to

children and not locked away. This is particularly important to consider when outside of provision premises, e.g., on school trips.

- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to young people.
- Young people will never be prevented from accessing their medication.
- OMNI cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

Medical emergencies will be dealt with under the provision's **emergency procedures**.

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Young people will be informed in general terms of what to do in an emergency such as telling a teacher. If a young person needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Allergies

For any child who has a food allergy and or medical need the following procedures must be applied:

Reception and Office staff receiving the information have a responsibility to ensure all the respective staff are made aware of the allergy or medical need immediately. If applicable, two Epi-Pens must be requested from the parent or carer. The information must be entered onto the OMNI recording system.

- Staff must have information about the child's allergy/medical needs communicated verbally by the Head of Service to ensure there is no miscommunication. Full details of the allergy and an Epi-Pen will be kept in the main office.
- The Head of Service produces an A4 sheet with the child's picture, a description of the allergy/medical need and what to look out for if there has been an allergic reaction. These are kept in their individual care plan pouch. The Head of Service will also be responsible for ensuring Epi-Pens are not out of date, are clearly labelled and stored appropriately.
- The child's Epi-Pen must be taken on trips and journeys and held by an adult trained in its administration.

9. Avoiding unacceptable practice

OMNI understands that the following behaviour is unacceptable:

- Assuming that young people with the same condition require the same treatment.
- Ignoring the views of the young person and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at the provision

- Sending the young person to the main office alone if they become ill.
- Penalising young people with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend the provision to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in the life of the provision , including trips.
- Refusing to allow young people to eat, drink or use the toilet when they need to in order to manage their condition.

10. Insurance

Staff who undertake responsibilities within this policy are covered by the provision's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to young people with medical conditions. Those who wish to see the documents should contact the Head of Service.

11. Complaints

The details of how to make a complaint can be found in the Complaints Policy.



Appendix 2

OMNI Individual Health Care Plan	
Child's name	
Key Worker	
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 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, 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 visits/trips etc.
Other information
Describe what constitutes an emergency, and the action to take if this occurs
Who is responsible in an emergency (<i>state if different for off-site activities</i>)?
Plan developed with
Staff training needed/undertaken – who, what, when
Form copied to

Appendix 3 - Parental agreement for a school to administer medicine template

OMNI Alternative Provision will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

OMNI Alternative Provision medicine administering form

Date for review to be initiated by

--

Name of child

--

Date of birth

--

Tutor group

--

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 provision/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

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the **school/setting policy**. I will inform the **school/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

Appendix 4 - Record of medicine administered to an individual child template

OMNI Alternative Provision record of medicine administered to an individual child

Name of child

--

Date medicine provided by parent

--

Tutor group

--

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

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date	Child's name	Time	Medicine	Dose given	Any reactions	Staff name	Signature

Appendix 5 - Record of medicine administered to all children

Appendix 6 - Staff training record – administration of medicines

Name of setting:

Name:

Type 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 by _____.

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Appendix 7 - Contacting emergency services

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

Location:

Phone number

Speak clearly and slowly and be ready to repeat information if asked. Be ready to tell them:

- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each young person needs and how this will be provided. Individual healthcare plans are developed in partnership with the commissioning school, parents/carers, pupils, and the relevant healthcare 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 individual healthcare plans are likely to be helpful in the majority of 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 their ability to participate fully, and the level of detail within 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 individual health care 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 include **(add details of team)**.

Please let us know if you would like us to invite another medical practitioner, healthcare 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 individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I would be happy for you to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Head of Service

OMNI Alternative Provision