

Author	Governance Manager	Intended target group	Principals, Business Managers, Local Academy Representatives, DBMAC Directors
Issued	Sept 2017	Next review due	September 2018 unless circumstances indicate amendments

This policy is applicable to all DBMAC academies

Supporting pupils at school with medical conditions policy

1.0 Introduction.

The school has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The academy committee will ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The academy committee will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The academy committee will ensure that arrangements give parents and pupils confidence in the school's ability to provide effect support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

2.0 Purpose

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the academy committee do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

3.0 General guidelines

Definition

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

- a) **Short-term, affecting their participation in school activities while they are on a course of medication.**

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow pupils to do this will minimise the time they need to be off school. Medication should only be taken to school when **absolutely essential**.

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

Administering medicines is purely a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;

- or where a degree of technical or medical knowledge is needed.
- Members of staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs

Safety checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in a safe place and at a suitable temperature?
- Staff must be aware of the policy on infectious diseases

(b) Long-term, potentially limiting their access to education and requiring extra care and support

When school is notified that a child has a medical condition, procedures are in place to cover any transitional arrangements between schools and arrangements for any staff training or support. School does not have to wait for a formal diagnosis before providing support to a pupil. In cases where a pupil's medical condition is unclear or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. **(Annex B)**

4.0 Individual healthcare plans

- Individual Healthcare Plans (IHP) will help school effectively support pupils with medical conditions when appropriate. They will provide clarity about what needs to be done, when and by whom.
- Plans will be drawn up in partnership between school, parents and a relevant healthcare professional e.g. School or Specialist Nurse. Pupils will be involved whenever appropriate.
- Plans will be reviewed at least annually **by those who had drawn up the original plan** or earlier if evidence is presented that the child's needs have changed.
- Where a child has a special educational need identified in a statement or Educational Health and Care Plan (EHCP), the individual Healthcare Plan (IHP) will be linked to, or become part of that statement or EHCP.

4.1 Points considered when developing an IHP

- The medical condition, its triggers, signs, symptoms and treatments
- Specific support for the child's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a Health Professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the child's condition and the support required

- Arrangements for written permission from parents and the Principal, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent of a child the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact and contingency arrangements

5.0 Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. School will work in partnership with healthcare professionals, social care professionals, local authorities, parents and pupils

5.1 The academy committee.

The academy committee will ensure that a policy is developed and implemented. The academy committee will **monitor that arrangements are in place** to ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions

5.2 The Principal

The Principle will ensure that:

- the school's policy is developed and effectively implemented with partners
- all staff are aware of the policy and understand their role in its implementation
- all staff who need to know are aware of the child's condition
- there are sufficient trained numbers of staff available to implement the policy and deliver against all IHPs including in contingency and emergency situations

5.3 School staff

- may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so)
- will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions

5.4 School nurse

- Every child and young person has access to school nursing services in line with the current local authority provision. They are responsible for:
- notifying the school if a child is known to or identified to the school health nurse as having a medical condition that requires support in the educational setting, the school nurse will liaise with the appropriate staff to assist and support the needs/requirements
- liaising with lead clinician's locally on appropriate support for the child and associated staff training needs
- providing advice and liaising with staff on the implementation of a child's IHP
- other Healthcare Professionals including GPs and Paediatricians should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes)

5.5 Clinical commissioning groups (CCGs)

- Commission other healthcare professionals such as specialist nurses. They should ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions.
- They have a reciprocal duty to cooperate under Section 10 of the Children Act 2004 (as described above for local authorities).
- Clinical commissioning groups should be responsive to local authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this).
- The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

5.6 Children

- Will be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP as appropriate

5.7 Parents

- Are responsible for notifying the school of a change in a young person's health as soon as is practicable
- Parents should notify the school immediately of any changes (either permanent or temporary) in contacts and/or contact details, e.g. named contact, telephone numbers (mobiles/work) etc
- Will provide the school with sufficient and up to date information about their child's medical needs
- Will be involved in the development and review of their child's IHP
- Will provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times

5.8 Local authority

The Local Authority should provide support, advice and guidance to support children with medical conditions to attend full time. Where children would not receive a suitable education at St Gregory the Great School due to their health care needs the LA has a duty to make other arrangements.

5.9 Providers of health services

Providers of Health Services should co-operate with school in providing support, information, advice and guidance

6.0 Staff training and support

- The Principal is responsible for ensuring that sufficient staff are suitably trained
- All relevant staff will be made aware of the child's condition
- cover arrangements will be made in case of staff absence or staff turnover to ensure someone is always available,
- Supply teachers will be briefed
- Risk assessments will be done for school visits, holidays, and other school activities outside of the normal timetable.
- The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. However school may wish to choose to arrange training and ensure this remains up to date
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support children. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A record of the staff training will be kept.

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training – the training will be updated to reflect any IHP

A first-aid certificate does not constitute appropriate training in supporting children with medical needs.

- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medicine
- School will have arrangements in place for whole school awareness training regarding supporting children with medical conditions (e.g. non-pupil day, induction arrangements) to help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problems occurs
- The family of a child will be key in providing relevant information to school staff about how their child's needs can be met.

7.0 The child's role in managing their own medical needs

- **The Principal will ensure that arrangements are made for children who are competent, to manage their own health needs and medicines. This should be reflected in their IHP. The Academy Committee will have to ensure that this aspect of the policy is implemented.**
- Wherever possible and appropriate children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Some children may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them
- If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents will be informed when the medication has not been administered for this reason

8.0 Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent.
- **No child will be given medicine containing aspirin** unless prescribed by a doctor. Medication, e.g. for pain relief, will never be administered without first checking maximum doses and when the previous dose was taken. Parents will be informed when the dose was given
- School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (exception to this is insulin, which must still be in date but may be available inside an insulin pen or a pump, rather than in its original container)
- All medicines will be stored safely. Children will be informed where their medicines are and be able to access them immediately.
- **Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children both in their class and in the medical room (consideration of this will be taken when off school premises e.g. school trips)**
- Where a child suffers from asthma (or any other occasional ailment) they may need to use equipment such as an inhaler. Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

- Where a child suffers from a severe allergy and may need to use an 'Epipen' emergency treatment may be required and appropriate training is received from the school nurse as to its administration.
- Where a child suffers from diabetes and may need insulin administered, or has a form of epilepsy and emergency treatment is required, training is received from the school nurse and the appropriate care plans followed.
- School will keep controlled drugs that have been prescribed for a pupil securely stored and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of any dosage used and the amount of the controlled drug held in school
- School staff may administer a controlled drug to a pupil to whom it has been prescribed in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom. Any side effects will be noted
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps

9.0 Record keeping

Written records will be kept of all medicines administered to children. Parents will be informed if their child has been unwell in school

10.0 Emergency procedures

- Where a child has an IHP this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives or accompany a child to hospital in an ambulance (**Annex B**)

11.0 Day trips, residential visits and sporting activities

The academy committee will ensure that arrangements are clear and unambiguous about the need to support actively children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of children in such activities with any adjustments as required unless evidence from a clinician states that this is not possible

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

12.0 Points of consideration

- School does not assume that every child with the same condition requires the same treatment
- School will not send children with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified in their IHP
- If a child becomes ill, they will not be sent to the school office or medical room unaccompanied
- School take into consideration hospital appointments when monitoring attendance
- School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- School will not require parents, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent will have to give up working because the school is failing to support their child's medical needs
- School will not prevent children from participating in any aspect of school life, including school trips, by requiring parents to accompany them

13.0 Complaints

Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure

The Principal will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.

The Principal, SENCo and School Nurse will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHP's are monitored.

14.0 Liability

Our insurance cover is provided through a Risk Protection Arrangement arranged through the DfE with effect from 1st September 2017.

Signature: Company Secretary

Name: Maureen D Jackson

Date 31 October 2017

