



Policy Name	Supporting Children with Medical Conditions policy
Frequency of review	3 Years
Status	Statutory
Reviewed on	September 2017
Reviewed by	Full Governing Body
Next review	September 2020

Supporting Children with Medical Conditions

Rationale

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 - "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014

At Ardley Hill Academy our first priority is to safeguard and promote the welfare of all children. We recognise that pupils with medical conditions need to be properly supported so that they have full access to education, including physical activities and out of school visits. The Academy will take positive action to support the health needs of all children, and ensure that no child suffers unnecessarily because of a health-related condition.

Ardley Hill Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows.

The Governing Board of Ardley Hill Academy is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected

characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.

- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so.
- Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

Arrangements for monitoring and evaluation

The governing body will receive annual reports from the head teacher on:

- the number of pupils with permanent or long-term medical conditions
- the number of pupils with individual healthcare plans.
- how training needs are being assessed.
- the training undertaken by staff to support them, including who provided it.
- the number of children unable to participate in school trips or physical exercises because of their medical condition.

The governor(s) with responsibility for this policy will monitor documentation at termly intervals to ensure that all necessary procedures are being implemented.

The headteacher will report to the next appropriate meeting of the governing body (or relevant committee) the number of any complaints received and the number of any health incidents caused through pupils not taking medicines or their not being correctly administered, together with an outline account of the action taken

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Ardley Hill Academy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy.
- Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care
- Considering the purchase of a defibrillator.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient.*
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the

Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- The parent or carer will be asked to complete and return an academy 'Form of Indemnity for the Administration of Medicines in School' giving all the relevant details in full. In so doing, the parent/carers consents to the academy/Pre-School administering medication to their child for the duration of the course of medication. This parental consent form will be kept in the Welfare Room/Pre-School. A new form must be completed for every newly prescribed medicine, even if this medicine has been administered before.
- Providing the school with the medication their child requires and keeping it.
- Up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Parents should keep their children at home if acutely unwell or infectious. The Academy Welfare Officer/Academy Office Staff will advise parents on when their children should return to the academy following an infectious illness.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff and Administering Medicines

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The following academy and Pre-School staff may administer medicines:

- Academy Welfare Officer
- Academy Welfare Assistant
- Pre-School Manager
- Pre-School Deputy Manager
- Pre-School Senior Leader
- A named staff member who has been appropriately trained

Medical conditions register /list

- Schools admissions forms should request information on pre-existing medical conditions. See Central Beds Admission Form for details. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff.
- Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis.
- Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

- Where necessary (Headteacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.

However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.

- IHPs 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 IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child need to reintegrate.

Transport arrangements

- Where a pupil with an IHP is allocated school transport the school should invite a member of DCC Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver/ escort will require adequate training.
- For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car
- throughout the journey and handed to a school staff member on arrival.
- Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

Education Health Needs (EHN) referrals

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school 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 consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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 child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary.
- Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access.
- Controlled drugs should be easily accessible in an emergency.
- Medications will be stored in the medical room, with the exception of EPIPENS and EMERGENCY HOSPITAL PACKS which are stored in the school office.
- 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 children.
- Pupils will never be prevented from accessing their medication.
- all medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. 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 school premises, e.g. on school trips
- Emergency salbutamol inhaler kits are kept voluntarily by school
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room
- Ardley Hill Academy cannot be held responsible for side effects that occur when medication is taken correctly.

- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Non-Prescribed Medicines

The Governing Body has approved the administering of paracetamol and antihistamine, when required.

The Academy Welfare Officer must obtain parental/carer consent before paracetamol/antihistamine is administered. If the parent/carer cannot be contacted the medicine must not be given.

Paracetamol administered will be recorded on the academy 'Paracetamol/Antihistamine Administered Record' and will be monitored and periodically checked by the Governing Body. Parents will be given a separate record of the dosage and time it was given.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act 1971, and therefore have to be strictly managed. The amount of medication handed over to the academy will always be a maximum of one packet in the original packaging with the pharmacist label clearly visible, showing the child's name and prescriber's instructions for dosage and administration. It will be stored in a locked non-portable container, and only specific named staff will be allowed access to it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Menstruation

In situations involving menstrual difficulties in pupils, the best remedial action would be to either remove the child from class to rest until the discomfort disappears or to send the child home after telephoning the parent/carer.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrive.

Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.
- *Pupils who require emergency medication will not participate in offsite trips if they do not have their medication available to take with them. Parents/carers need to inform the academy by letter if the pupil no longer requires their emergency medication. The 'Medical Conditions Record Sheet' of pupils who may require emergency medication (ie those with severe allergies, epilepsy etc) are shared with academy staff and displayed within the academy as considered necessary to ensure their health and safety.*

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable at Ardley Hill Academy:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.

- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Hygiene and Infection Control

When administering medication, all staff will follow the HCC and CSF guidance on the prevention of contamination from blood borne viruses. Protective disposable gloves are provided in the medical room for dealing with spillages of blood or other body fluids and disposing of dressings or equipment

Staff Medication

Academy Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children or carry out their job. More detail on this is given in the academy's Drug Education Policy and SOP and the Staff Code of Conduct.

With regard to prescribed medication all staff must:

- Inform the Headteacher/Pre-School Manager of any medication they are taking and update them should this change.
- Ensure that the medication does not affect their ability to care for the children and to seek medical advice on this when prescribed any new medication.
- Ensure that all non-emergency prescribed medication required whilst in the academy is stored correctly in the original packaging, clearly labelled with the staff members name and safely out of the reach of the children (preferably locked away the Welfare Room or locked in a personal locker).
- Ensure that any emergency medication (eg inhalers, epi-pens) are stored in the academy/Pre-School as described previously so that it is easily accessible should an emergency occur.
- Over-the-counter medication (eg paracetamol, ibuprofen, anti-histamines etc) must also be stored in the original packaging and safely out of the reach of children (preferably locked away the Welfare Room or locked in a personal locker).

Medications must never be left unsecured in classrooms or other areas of the academy/Pre-School (ie they must not be left in handbags, bags or other containers that pupils could easily access).

Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.
- Those who wish to see the documents should contact the Head.

Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
 - 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
 - 'Medication' is defined as any prescribed or over the counter treatment.
 - 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
 - A 'staff member' is defined as any member of staff employed at Ardley Hill Academy.
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- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
 - Headteacher or delegated SLT member co-ordinates meeting to

discuss child's medical needs and identifies member of school staff who will provide support to the pupil.

- Meeting held to discuss and agree on the need for IHP to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consider evidence provided by them).
 - Develop IHP in partnership. Agree who leads on writing it. input from healthcare professionals must be provided.
 - School staff training needs identified.
 - Healthcare professional commissions and/or delivers training.
 - Staff signed off as competent - review date agreed.
 - IHP implemented and circulated to all relevant staff.
 - IHP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.
- Supporting Pupils with Medical Conditions