



Policy on Supporting Pupils at School with Medical Conditions

This policy has been drawn up in accordance with the April 2014 DfE statutory guidance *Supporting pupils at School with Medical Conditions*

Principles

Most young people will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other young people may have a medical condition that, if not properly managed, could limit their access to education. Most children with medical conditions are able to attend school regularly and, with support from ARA, can take part in most normal school activities. However, ARA staff may need to take extra care in supervising some activities to make sure that these young people, and others, are not put at risk.

This policy defines the ways in which Alec Reed Academy supports the needs of young people with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

Aims

1. To ensure that all children and young people with medical conditions, in terms of both physical and mental health, are properly supported in the Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting young people with medical needs.
3. To define the areas of responsibility of all parties involved.

The Academy must:

- Ensure that arrangements are in place to support young people with medical conditions, including making all relevant staff aware of the child's condition and the necessary cover arrangements in case of staff absence to ensure someone is always available
- Ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life
- Ensure that parents and young people have confidence in the Academy's ability to provide effective support for medical conditions in school
- Ensure that staff are properly trained to provide the support that young people need

Individual healthcare plans

Individual healthcare plans will be developed by the Medical Welfare Officer, parents/carers of the young person, the SaFE Worker and any other necessary healthcare professionals. Young people should also be involved whenever appropriate.

Individual healthcare plans should be easily accessible to all who need to refer to them, while preserving confidentiality.

When deciding what information should be recorded on individual healthcare plans, the following should be considered:

- the medical condition, its triggers, signs, symptoms and treatments
- the young person's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lesson;
- specific support for the young person's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, 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, and cover arrangements for when they are unavailable
- who in the Academy needs to be aware of the young person's condition and the support required
- arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the young person during school hours
- separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy timetable that will ensure the young person can participate, eg risk assessments
- where confidentiality issues are raised by the parent/young person, the designated individuals to be entrusted with information about the young person's condition and what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Roles and Responsibilities

The Governing Body should:

- Ensure that ARA's policy on supporting pupils at school with medical conditions clearly identifies the roles and responsibilities of all those involved in the arrangements made to support young people at school with medical conditions - an essential requirement for the ARA policy will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of young people with medical conditions are met effectively
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions

The Principal should:

- Ensure that ARA's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- Ensure that all staff who need to know are aware of the young person's condition
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose
- Have overall responsibility for the development of individual healthcare plans
- Make sure that Academy staff are appropriately insured and are aware that they are insured to support young people in this way

The Academy Medical Welfare Officer should:

- Provide necessary medical support to young people with medical conditions
- Co-ordinate the writing of any individual healthcare plan
- Co-ordinate the implementation of individual healthcare plans
- Liaise with all healthcare and other professionals involved in the support necessary for young people with a medical condition
- Identify, with the school nurse any training needs for staff and make arrangements for these

- Contact the school nursing service in the case of any young person who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

Academy staff:

- Any member of Academy staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach
- Academy staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of Academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School nurses:

- Are responsible for notifying the Academy when a young person has been identified as having a medical condition which will require support in the Academy. Wherever possible, they should do this before the child starts at the Academy
- May support staff on implementing a young person's individual healthcare plan and provide advice and liaison, for example on training
- Liaise with lead clinicians locally on appropriate support for the young person and associated staff training
- 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 the Academy. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in the Academy for children with particular conditions (eg asthma, diabetes)

Young People:

- Young people and children of a certain age with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other young people will often be sensitive to the needs of those with medical conditions

Parents:

- Parents should provide the Academy with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the Academy that their child has a medical condition

- Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment, ensure these are replaced when close to expiry and ensure they or another nominated adult are contactable at all times

Ofsted:

- The Ofsted inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

Staff training and support

- Training needs for staff providing support to a pupil with medical needs will be identified during the development or review of individual healthcare plans. The school nurse will customarily lead on identifying and agreeing with the Academy Medical Welfare Officer, the type and level of training required, and agree if the school nurse is able to lead on the identified training. Where necessary the Academy will arrange for this training with an additional provider and will ensure training remains up-to-date
- Members of staff who provide support to pupils with medical conditions will be included in meetings where this training is discussed
- Staff will receive training to ensure they acquire an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions
- The school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication
- Whole Academy awareness training will be scheduled at least annually so that all staff are aware of the Academy's policy for supporting pupils with medical conditions and their role in implementing that policy. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. New staff will be inducted by the Academy Medical Welfare Officers. The school nurse will advise on training that will help ensure that all medical conditions affecting young people in the Academy are understood fully
- The family of a child will often be key in providing relevant information to Academy staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but this must be used in conjunction with other key training provided

The child's role in managing their own medical needs

- Subsequent to discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. In the Primary phase this only applies to Year 6 pupils who have asthma pumps and only when it has been agreed by the Primary Welfare Officer and the parent /carer
- Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then identified staff should help to administer medicines and manage procedures for them. . In the Primary phase this only applies to Year 6 pupils who have asthma pumps and only when it has been agreed by the Primary Welfare Officer and the parent /carer
- If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered

Managing medicines on school premises

- Medicines are only to be administered at the Academy when it would be detrimental to a child's health or attendance not to do so
- No young person under 16 is to be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality
- Non-prescribed medication will *not* be given to our young people except where a young person suffers regularly from acute pain (e.g. migraine or acute period pains). In this case, the parent must authorise and supply appropriate painkillers for their child's use with clear, written instructions. A member of staff will issue the medication, and notify the parents by telephone or in writing on the day the painkillers are taken
- A young person under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- ARA should 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. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container

- 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 staff and not locked away. This is particularly important to consider when outside of Academy premises eg on school trips
- A young person 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. Clear monitoring arrangements are necessary. ARA keep controlled drugs that have been prescribed for a young person securely stored in a non-portable container and only named staff have access. Controlled drugs are easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in the Academy
- Academy staff may administer a controlled drug to the young person for whom it has been prescribed. Staff administering medicines must do so in accordance with the prescriber's instructions. ARA keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at ARA is noted
- When medicines are no longer required, they are returned to the parent to arrange for safe disposal. Sharps boxes are always be used for the disposal of needles and other sharps

Record keeping

- Written records are kept of all medicines administered to young people. These records offer protection to staff and young people and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school

Emergency procedures

- Where a young person has an individual healthcare plan, this clearly states what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other young people in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed
- If a young person needs to be taken to hospital, a member of ARA staff (in almost all cases this will be the Academy Medical Welfare Officer or the SaFE Worker) should stay with the young person until the parent arrives, **or** accompany a child taken to hospital by ambulance

Day trips, residential visits and sporting activities

- ARA actively support young people with medical conditions to participate in school trips and visits, or take part in sporting activities, and do not prevent them from doing so
- Teachers are made aware of how a young person's medical condition will impact on their participation, but approach the situation with flexibility for all young people to participate according to their own abilities and with any reasonable adjustments. ARA make arrangements

for the inclusion of young people in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible

- ARA considers what reasonable adjustments they need to make to enable children with medical needs to participate fully and safely on visits. ARA carries out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This includes consultation with parents and young people and advice from the relevant healthcare professional to ensure that young people can participate safely. (Please also see Health and Safety Executive (HSE) guidance on school trips)

Unacceptable practice

ARA will NOT:

- prevent young people from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every young person with the same condition requires the same treatment;
- ignore the views of the young person or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send young people with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- prevent young people from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend ARA to administer medication or provide medical support to their child, including with toileting issues.
- prevent young people from participating, or create unnecessary barriers to young people participating in any aspect of Academy life, including trips, eg by requiring parents to accompany the child.

Liability and indemnity

- All members of staff providing support to pupils with medical conditions identified through health care plans are covered through the Academy insurance. The Academy insurance policy is held in the Finance and HR office.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Complaints

Should parents or young people be dissatisfied with the support provided they should discuss their concerns directly with the Academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Academy's complaints procedure, which is listed on the Academy website. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Appendices

Appendix A

Form 1 Request for school to administer Medication

Form 2 Record of Medication Administered in School

Form 3 Request for young person/pupil to carry his/her medication

Form 4 Flowchart identifying and agreeing the Healthcare Plan for a Young person/pupil with Medical Needs

Form 5 Healthcare Plan for a Young person/pupil with Medical Needs

Reviewed: May 2014

To be reviewed every 3 years (May 2017)



Request for ARA to administer medication

Alec Reed Academy will not give your child medicine unless you complete and sign this form, and the Principal has agreed that Academy staff can administer the medication.

DETAILS OF YOUNG PERSON/PUPIL

Surname:Forename(s):.....

Address:

Gender: M / F (please circle) Date of Birth:..... Class/Form:

Condition or illness:

MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication:

FULL DIRECTIONS FOR USE:

Dosage and method:

Time/s of dosage to be administered:

Special Precautions:

Side Effects:

Self-Administration:

Procedure to take in an Emergency:

CONTACT DETAILS

Name:.....Daytime telephone No:.....

Relationship to Young person/pupil:

Address:

I understand that I must deliver the medicine personally into ARA.

Date:Signature:



RECORD OF MEDICINE TAKEN BY YOUNG PERSON/PUPILS

Date	Young person/pupil Name	Time	Name of Medication	Dose given	Any Reaction	1st Staff initials	2nd Staff initials	Print Staff Names



Request for young person/pupil to carry his/her medication

This form must be completed by parents/carer

Young person/pupil's Name.....Class/Form.....

Address.....

Condition or illness.....

Name of medicine.....

Prescribed by (name and telephone number of Pharmacist.....

.....

Procedure to be taken in an emergency.....

PARENT/CARER CONTACT INFORMATION

Name.....

Daytime phone no.....

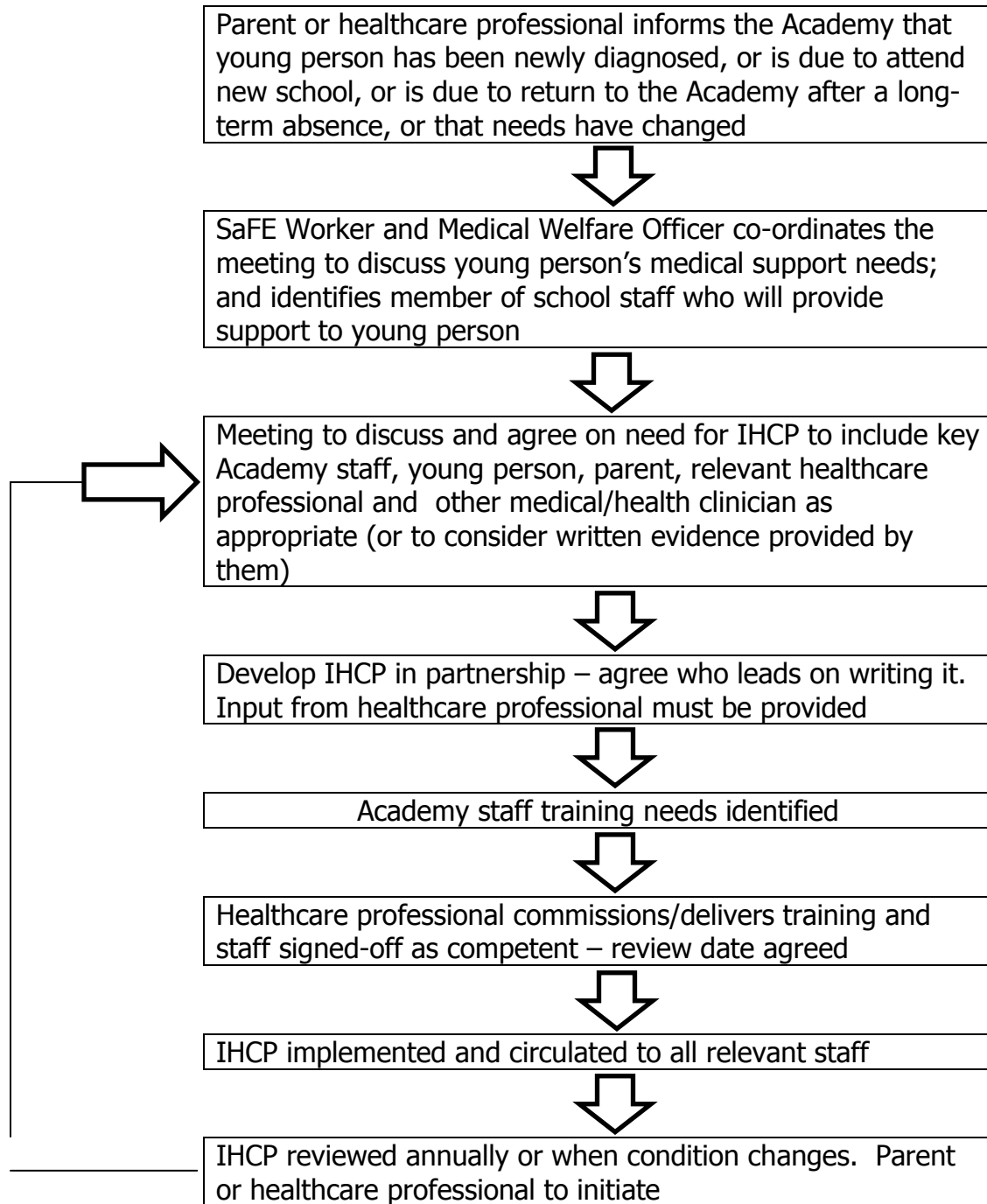
Relationship to child

I would like my son/daughter to keep his/her medication on him/her or in the school fridge for use as necessary.

Signed..... Date.....



Model process for developing individual healthcare plans





Healthcare Plan for Young person/pupil with Medical Needs

Name..... Class/Form.....

Address.....

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Date of Birth.....

Condition.....

Date.....

.....

Review Date.....

.....

GP Surgery.....

CONTACT INFORMATION

Family contact 1

Family Contact 2

Name.....

Name.....

Phone No (work).....

Phone No (work).....

(home).....

(home).....

Relationship.....

Relationship.....

Clinic/Hospital Contact

GP

Name.....

Name.....

Phone No.....

Phone No.....

Describe condition and give details of young person/pupil's individual symptoms including medication, dose, side effects and storage:

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Self-medicating: yes/no (please circle) Monitoring arrangements.....

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Daily care requirements including treatments, time, facilities, equipment, access to food and drink (if used to manage condition) dietary requirements and environmental issues eg crowded corridors, travel time between lessons:

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Specific support requirements for educational, social and emotional needs for the young person/pupil eg, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions

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Describe what constitutes an emergency for the young person/pupil and the action to be taken if this occurs:

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Follow up care:

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Who is responsible in an emergency (state if different for off-site activities):

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Additional information re: child/young person's wishes regarding their care:

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Additional information re: parent's wishes:

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Name of adult providing support

Cover arrangements

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Form circulated to: