

BRAMLEY PARK ACADEMY



Medical Conditions Policy

Bramley Park Academy is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.

Policy reviewed by: Executive Principal

Date: April 2019

Review: September 2019



Supporting Pupils with Medical Conditions Policy

Date Approved: April 2019

Date of Review: July 2020

Responsible Department: SEN

Policy Applies to: Pupils

1. Introduction

The Children and Families Act 2014 places a duty on schools/academies to make arrangements for supporting pupils with medical conditions. Pupils with special medical needs have the same right of admission to school as other pupils and cannot be refused admission, or excluded from school on medical grounds alone. Teachers and school staff in charge of pupils have a common law duty to act in the place of the parent (in loco parentis) and may need to take swift action in an emergency. This duty also extends to teachers/adults leading activities taking place off the school site. This could include a need to administer medicine. The prime responsibility for a pupil's health lies with the parent, who is responsible for the pupil's medication and should supply the school with all the necessary information.

Medical needs may be broadly summarised as being of two types:

- Short term - affecting participation in school activities because a course of medication has been prescribed
- Long-term - potentially limiting their access to education and requiring extra care and support (e.g. SEN/Additional Needs).

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, the school will comply with their duties under that Act.

Some pupils may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as special educational provision. For pupils with SEND (Special Educational Needs and/or Disability), this guidance should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice 2014.

If a pupil is deemed to have a long-term medical condition, the Academy aims to ensure that arrangements are in place to support them and that such pupils can access and enjoy the same opportunities at school as any other pupil. The Academy, health professionals, parents/carers and other support services will work together to ensure that

pupils with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, personalised programmes of study that rely on part-time attendance combined with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how pupils will be reintegrated back into the Academy after a long period of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. We recognise that a first aid certificate does not constitute appropriate training in supporting pupils with medical conditions. Healthcare professionals, including a School Nurse (where applicable), will be asked to provide any necessary training and subsequent confirmation of the proficiency of staff to carry out a medical procedure, or in providing medication.

2. Roles and Responsibilities (as detailed in the statutory guidance)

2.1 The Governing Body:

- Must make arrangements to support pupils with medical conditions in the Academy, including making sure that the policy for supporting medical conditions is implemented;
- Should ensure that pupils with medical conditions are supported to enable maximum participation in all aspects of school life;
- Should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions. They should also ensure that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials, as needed

2.2 The Principal / Head of School:

- Must ensure that the Academy's policy is developed and effectively implemented;
- Should ensure that all staff members are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Should ensure that all staff members who need to know are aware of the pupil's condition;
- Should ensure that sufficient trained numbers of staff are available to implement the policy and deliver all Individual Healthcare Plans, including in contingency and emergency situations;
- Has the overall responsibility for the development of Individual Healthcare Plans;
- Should make sure that staff are appropriately insured and are aware that they are insured to support pupils in this way;
- Should ensure that contact is made with the School Nursing Service in the case of any school age pupil who has a medical condition that may require support, which hasn't yet been notified to the school.

2.3 Academy staff:

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they are not obliged to do so;
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of the pupils they teach who have medical conditions;

- Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions;
- Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

2.4 A School Nurse (if applicable):

- Is responsible for notifying the Academy when a pupil has been identified as having a medical condition;
- May support staff with implementing a pupil's Individual Healthcare Plan and provide advice and liaison, (e.g. training);
- Can liaise with lead clinicians locally on appropriate support for the pupil and associated staff training needs.

2.5 Other healthcare professionals, including GPs and paediatricians:

- Should notify the school when a pupil has been identified as having a medical condition that will require support during the school day;
- May provide advice on developing Individual Healthcare Plans;
- May be able to provide support for pupils with particular conditions e.g. asthma, diabetes, epilepsy.

2.6 Pupils with medical conditions (where appropriate for their age):

- Are often best placed to provide information about how their condition affects them;
- 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.

2.7 Parents:

- Should provide the Academy with sufficient and up-to-date information about their child's medical needs;
- Should be involved in the development and review of their child's Individual Healthcare Plan and may be involved in its drafting;
- Should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times;
- Must ensure all medicines (including over the counter (OTC) products) are prescribed by a healthcare professional, i.e. their GP. If a pupil requires an OTC medicine on a regular basis, it must be prescribed by a GP and will then be managed as part of a short term medical requirement.
- Provide in-date medication to school and take responsibility for disposal of out-of-date medication.

Please note:

- Antihistamines will not be administered at school unless prescribed by a GP;
- All prescribed medicines must be supplied to the Academy in the original packaging, with a pharmacy label containing the pupil's details, including dosage etc. The medicine must be in date and any contents also labelled with a pharmacy label (e.g. inhalers).

2.8 Local Authorities:

- Are commissioners of school nurses;
- Under section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England, with a view to improving the wellbeing of pupils with regard to their physical and mental health and their education;
- Should provide support, advice and guidance, including suitable training for Academy staff, to ensure that the support specified within Individual Healthcare Plans can be delivered effectively;
- Should work with schools/academies to support pupils with medical conditions to attend full time;
- Where a pupil would not receive suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements;
- Statutory guidance for local authorities, ensuring a good education for pupils who cannot attend school because of health needs, sets out that they should be ready to make arrangements under this duty when it is clear that a pupil will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

3. Procedures

- 3.1 As part of the induction process, parents/carers are required to provide information regarding their child's health including any long term or short term medical needs. If a long term medical need is identified, an Individual Health Care Plan will be drawn up and facilitated by the School Nurse. Staff will be informed and the Academy will make every effort to ensure that arrangements are put in place as soon as possible.
- 3.2 If the pupil requires the administration of medication of any kind, a consent form must be completed by the parents/carers and supplied (together with the medication in its original packaging), with the dosage regime clearly printed on the outside, together with the pupil's name. In making the arrangements, the school will take into account that many of the medical conditions that require support will affect quality of life and may be life threatening.
- 3.3 Some medical conditions will be more obvious than others. The Academy will therefore aim to ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life. The Academy will endeavour to make sure that arrangements give parents/carers and pupils confidence in our ability to provide effective support for medical conditions. The arrangements will demonstrate an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote self-care. The Academy will ensure that staff members are properly trained to provide the support that is required.
- 3.4 The Academy will ensure that arrangements are clear and unambiguous about the need to support pupils with medical conditions to participate in off-site visits or in sporting activities and not prevent them from doing so, unless it would not be in their best interest owing to their health needs. The Academy will make arrangements for the inclusion of pupils in such activities, with any adjustments, as required; unless evidence from a clinician such as a GP states that this is not possible.

- 3.5 In line with safeguarding duties, the Academy will ensure that a pupil's health is not put at unnecessary risk from, for example, infectious diseases. The Academy will therefore not accept a pupil in school at times where it would be detrimental to the health of that pupil and others.
- 3.6 The Academy does not have to wait for a formal diagnosis before providing support to pupils. 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. This would normally involve some sort of medical evidence and consultation with parents/carers. Should there be a conflict of evidence, a degree of challenge may be necessary to ensure that the right support can be arranged. The Principal/Head of School, School Nurse and SENCo will usually lead on this. Following the discussions an Individual Health Care Plan may be put in place.
- 3.7 Where a pupil has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff members are aware of emergency symptoms and procedures. Other pupils should know what to do in general terms, such as informing a teacher immediately if they think help is needed. It may be necessary to make special arrangements for a pupil on reintegration, following illness; or whenever a pupil's needs change, including arrangements for any staff training and support.
- 3.8 If a pupil with a long-term medical condition transfers to another school/college, arrangements will be made, in consultation with the parents/carers, to ensure that all the relevant information is communicated to the new provision.
- 3.9 A Personal Emergency Evacuation Plan (PEEP) drawn up by the Headteacher, in consultation with SENCo, must be in place for all pupils whose long term medical needs mean that they may require additional support to evacuate the building or require their medication to be available in case of evacuation. An emergency inhaler will be taken out of the building by office staff (where this presents no risk to staff safety) in the event of a fire or evacuation.

4. Individual Health Care Plans (IHPs)

4.1 Responsibility:

The responsibility for overseeing the support for pupils with medical conditions has been delegated to the SENCo, working alongside the Principal/Head of School. This duty is carried out in conjunction with the parents/carers, the School Nurse and any other Healthcare Professionals involved in providing care to the pupil. Whenever appropriate, the pupils should also be involved. It is the responsibility of **all** members of staff supporting the individual pupil to ensure that the Individual Health Care Plan is followed.

The Class Teacher will remain responsible for the pupil's educational development, ensuring that their medical condition is supported at the Academy and that the advice on the Individual Health Care Plan is adhered to. This will involve keeping all staff members, including support or cover staff, informed about the needs of a pupil with medical needs.

4.2 Individual Health Care Plans:

- Will capture key information and actions that are required to support the pupil effectively;
- Will vary in detail from pupil to pupil, depending on the complexity of the condition and the level of support required;
- Provide clarity about what needs to be done, when and by whom;
- Are essential in cases where conditions fluctuate or where there is a high risk that means emergency intervention may be needed;
- Are helpful in other cases where intervention may be needed or where medical conditions are long term and complex;
- Should mention if a pupil has, in addition, Special Educational/Additional Needs;
- Will be easily accessible to all who need to refer to them, while preserving confidentiality;
- Should be taken on all off-site activities;
- Are reviewed annually, or when a pupil's needs change.

Not all pupils with medical conditions will require an Individual Health Care Plan. The Academy, healthcare professionals and parents/carers should agree, based on evidence, when a plan would be inappropriate or disproportionate. If consensus cannot be reached, the healthcare professional is best placed to take a final view.

5. Following Notification of a Short-term Medical Condition

Occasionally, pupils have a short-term medical condition such as earache or a sore throat and are well enough to attend school, but may still be taking a course of medication. Where possible, medication should be administered at home (including antibiotics prescribed 3 times a day) The administration of medicine is the responsibility of parents/carers. There is no absolute requirement on teachers or support staff to administer medicines. However, they may volunteer to do so.

If medication is required during the school day, then a parent/carer will be required to complete a consent form at the same time as handing in the medicine to the administration office/reception area for secure storage

Prescribed medication should only be accepted if it is in date, in the original dispensed container with clear instructions for dose and storage. It should be clearly labelled with the pupil's name.

It is the parent's/carer's responsibility to collect and supply each day, as necessary.

6. Managing Medicines at the Academy

The Academy has a policy for the managing of medicines based on the following points:

- Medicines should only be administered at the Academy when it would be detrimental to a pupil's health or attendance not to do so;
- No pupil under 16 should be given prescription or non-prescription medicines without their parent's/carer's written consent;
- Parents must sign a consent form (short or long term) and medicines must be labelled and given in at the administration office/reception area;
- Inhalers will be kept in an accessible place in the child's classsroom and should be taken out for PE and on all outings. Spare inhalers and spacers are kept in a labelled cupboard;

- Epipens will be kept in an accessible place in the child's classroom and should be taken out for PE and on all outings. Spare Epipens are clearly labelled and stored in the medical locker in the administration office/reception area;
- Should a short-term medicine (such as an anti-biotic) require refrigeration, it will be placed in the chiller;
- The supervising adult will sign the appropriate sheet when a medicine has been administered.

7. What To Do in an Emergency:

Request an ambulance - dial (9)999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked:

- Telephone number
- Your name
- Your location
- State the postcode
- Provide the exact location of the patient within the Academy setting
- Provide the name of the pupil and a brief description of their symptoms
- Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.

8. Unacceptable Practice

Although Academy staff should use their discretion and judge each case on its merits with reference to the pupil's Individual Health Care Plan, it is not generally acceptable practice to:

- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents/carers, or ignore medical evidence or opinion;
- Send pupils with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their plan;
- If the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- Penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively.

Agreement to administer medicine in school



Dear Parent/Carer

Following advice from the local authority we would like to inform you about changes that we have to make regarding medicines in school.

We can administer medicines prescribed by a doctor for your child. There must be in the original container and clearly marked with your child's name and required dose. We cannot accept instruction to administer the medicine in school if possible to give sufficient doses at home.

We cannot administer any over the counter medicines e.g. cough linctus, paracetamol suspension etc.

We will require a signed request/consent form before medicines can be given.

We do apologise for any inconvenience caused but we feel that we must follow the official guidance on this matter.

I the parent/guardian of

Request and give my consent for a member of staff to administer the medicine as detailed below:

Childs Name

Name of medication

Dose to be given

Time to be given

Signed

Contact Tel No

Emergency Adminstrating of Medicine



CONSENT FORM: EMERGENCY TREATMENT AND FIRST AID

I hereby consent that if in an emergency my daughter/son (print child's name)should be in need of surgery, or other medical treatment (including anaesthetic, x-rays etc) and if it is not possible to consult you first, the Executive Principal/ Nominated representative shall have authority "in loco parentis" to give consent on my behalf for such treatment as is absolutely necessary. (It is understood that the school will always attempt to obtain parental consent first, where it is possible to do so). I further consent to my child receiving first aid from an appropriately trained member of staff.

SIGNATURE Parent or Guardian (Please indicate)

PRINT NAME (in block Capitals)

DATE

Record of Medicine administered to a child



Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

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

Record of medicine administered to an individual child (Continued)

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

INDIVIDUAL HEALTHCARE PLAN

Individual Healthcare Plan for a Pupil with Medical Needs (Form M2)

This Plan should be completed for a child who receives support for medical needs. It should be completed in conjunction with Parents and appropriate Health professionals.

Individual Healthcare Plan (IHP) details

IHP date:

Review date:

Pupil Details

Name :

DoB:

Address:

School:

Contact Information

Family Contact 1

Family Contact 2

Name

Name

Telephone

Work

Telephone

Work

Home

Home

Relationship

Relationship

Clinic/Hospital Contact

G.P.

Name:

Name:

Telephone:

Telephone:

Describe the child's condition and give details of individual symptoms:

Individual Healthcare Plan for a Pupil with Medical Needs (Form M2) [page 2]

Who is responsible in an emergency: (State if different on off-site activities):

Form copied to (please tick):

Parents

☐

Leeds City Council

☐

Health (give details)

☐

Other (give details)

☐