

Abbots Hall Primary Academy



Supporting Children with Medical Conditions

Next Review Date: March 2024

Version control

Date	Version no.	Key changes from previous version
3/2016	V2	Update changes re: prescribed medicine
8/2023	V3	Added key personnel in line with Appendix 2 flow chart.

This Policy was released in:	January 2016
School Staff were consulted on this document and it was accepted by the Governing Board:	March 2023
It was ratified by the Governing Body on:	March 2016

Definition

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

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

LAs and Academies have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. Contact details for our School Nurse can be found in the school's website which also has a copy of this policy.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records. ^[SEP]

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. ^[SEP] The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. ^[SEP] The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;

- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations ^[1] _[SEP]

It is expected that: ^[1] _[SEP]

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use.
- The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day.
- The name of the pharmacist should be visible. School staff will not accept any medications not presented properly.
- Pupils should not bring in their own medicine. This should be brought into school by the parent.
- That employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Emergency Procedures

Where a child has an individual healthcare plan, this should 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 pupils in the school should know what to do, 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 taken to hospital by ambulance. Staff should not take children to hospital in their own car. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Roles and responsibilities

Children

The school will enable children who are competent to do so to manage their own health needs and medicines. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures will be given the opportunity to do so. However, all medicines are to remain in the school office, where appropriate. Following discussions with parents, if it is not appropriate for a child to self-manage,

then relevant staff should 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, but follow the procedure agreed in the individual healthcare plan. Parents will be informed.

The Governing Body

- The governing body should ensure that
 - the school policies clearly identify the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions;
 - the school is working in partnership with healthcare professionals, and parents and pupils;
 - a pupil with medical conditions is supported to enable as full participation as possible in all aspects of school life;
 - written records are kept of all medicines administered to children. *Records offer protection to staff and children and provide evidence that agreed procedures have been followed.*

The Head teacher

- The Headteacher should ensure that
 - policies are developed and effectively implemented with partners;
 - all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
 - all staff who need to know are aware of the child's condition;
 - sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;
 - the school is appropriately insured and that staff are aware that they are insured to support pupils in this way;
 - any specialist medical need are brought to the attention of the school nurse.

School staff

The staff member responsible for liaising with the school nurse and child's parents is **Dawn Smith, The Academy Family Support Worker**.

- School staff should be aware that
 - They may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so;
 - It is the school's responsibility to ensure they have received suitable training and are competent before they take on responsibility to support children with medical conditions;
 - they are expected to take into account the needs of pupils with medical conditions that they teach.

School nurse or other qualified healthcare professional

The school's allocated School nurse is from the Eastern Locality and is:

- responsible for notifying the school when a child has been identified as having a medical condition who will require support in school (wherever possible, before the child starts at the school);
- the lead professional in ensuring that pupils with medical conditions are properly supported in schools, including supporting staff on implementing a child's plan;
- responsible for liaising with lead clinicians on appropriate support for the child and associated staff training

needs;

- to work with head teachers to determine the training needs of school staff and agree who would be best placed to provide the training. The school nurse or other suitably qualified healthcare professional should confirm that school staff are proficient to undertake healthcare procedures and administer medicines.

Day trips, residential visits and sporting activities

Abbots Hall Primary Academy will ensure that any arrangements are clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Our teachers will be aware of how a child's medical condition will impact on their participation and ensure there will be enough flexibility for all children to participate according to their own abilities. We will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. For all trips, the school completes a detailed risk assessment and these will include planning arrangements to take account of any steps needed to ensure that pupils with medical conditions are included. To achieve this will consult with parents and pupils and take advice from the school nurse or other healthcare professional who are responsible for ensuring that pupils can participate.

Where appropriate we will ensure that policies are set out for the arrangements to be made in relation to pupils with medical conditions travelling to and from school. This should include what should be done in emergency situations. Where pupils have life threatening conditions, the school will ensure that specific transport healthcare plans are carried on vehicles.

Unacceptable practice

The school will ensure that policies are explicit about what practice is not acceptable. Although school staff should use their discretion and judge each case on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents
- send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch
- if the child becomes ill, send them to the school office or medical room unaccompanied
- penalise children for their attendance record if their absences are related to their medical condition eg 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
- require parents, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

- prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg. requiring parents to accompany the child

Liability and indemnity

Schools must ensure that the appropriate level of insurance is in place. It is important that policies set out the details of the school's insurance arrangements.

Policies should provide liability cover relating to the administration of medication but individual cover may need to be arranged for health care procedures associated with more complex conditions. Any requirements of the insurance such as the need for staff to be trained should be made clear.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer, who carries public liability, rather than the employee.

- **Appendix 1: Policy into Practice**

Procedure to be followed when notification is received that a pupil has a medical condition

The school will need to consider:

- any transitional arrangements between schools, or when pupil's needs change and include arrangements for staff training. [A flow chart setting out the process is in Appendix 2].
- who is responsible for their development for individual healthcare plans in supporting pupils at school with medical conditions. Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the child. Plans must be drawn up with input from such professionals eg a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents.
- that plans are reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. *Where the child has a special educational need, the individual healthcare plan should be linked to the child's statement or EHC plan where they have one.*
- what information plans should record:
 - the medical condition, its triggers, signs, symptoms and treatments
 - the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues eg crowded corridors, travel time between lessons
 - the specific support for the pupil'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 own 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 healthcare professional
 - who in the school needs to be aware of the child's condition and the support required
- how written permission from parents and the head teacher is collected and shared with colleagues.
- How the medication to be administered during school hours and by whom; member of staff, or self-administered by individual pupils
- If separate arrangements or procedures are required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate eg risk assessments
- where confidentiality issues are raised by the parent/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

