



Supporting Pupils with Medical Conditions Policy

Approved by: Board of Trustees

Date: January 2018

Next review due by: January 2019

Contents:

General Statement of Intent

Wider School Aims/Ethos

1. Key Roles and Responsibilities
2. Definitions
3. Training of Staff
4. The Role of the Child
5. Individual Healthcare Plans (IHPs)
6. Medicines
7. Emergencies
8. Off –site activities, residential visits and sporting activities.
9. Avoiding Unacceptable Practices
10. Insurance – liability and Indemnity
11. Complaints
12. Other Safeguarding Legislation
13. **Appendices – the procedures followed by each setting are published alongside this policy on each academy’s website.**

General Statement of Intent

Rye Academy Trust aims to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate care and support in school so that they can partake in a full and active role in school life, remain healthy and achieve their academic potential.

This policy has been developed in line with the Department of Education's guidance released in April 2014; "Supporting pupils at school with medical conditions" and is intended to demonstrate that the board of trustees and the academies are meeting their legal responsibilities, based on good practice.

Aims/Ethos

This policy supports our aim to enable every pupil to achieve the very best of which they are capable in every realm of activity we can provide, so that they can leave school not only with the best qualifications but also as well-rounded individuals; ready to succeed in the challenges and opportunities life has to offer.

1. Key Roles & Responsibilities

1.1 The Local Authority (LA) is responsible for:

- Under Section 10 of the Children Act 2004 to promote cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Must have regard to statutory guidance on the education of children unable to attend school because of health needs by making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition (whether consecutive or cumulative across the school year).
- Having an awareness of a pupil's Individual Healthcare Plan and what it contains for Home to School Transport arrangements and to develop a transport healthcare plan for pupils with life threatening conditions.

1.2 The Board of Trustees is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Rye Academy Trust.
- Ensuring that the Supporting Pupils with Medical Conditions Policy is written, does not discriminate on any grounds including, but limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation and is fully compliant with the duties under the Equality Act 2010.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training to support staff members who take on responsibility to support children with medical conditions is made available.
- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to staff with responsibilities under this policy.

- Ensuring that written records of any and all medicines administered to individual pupils are held.
- Ensuring that the level of insurance in place reflects the level of risk.

1.3 The Headteacher is responsible for:

- The day to day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of the Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff to support individual pupil needs.
- Developing Individual Healthcare Plans (IHPs).
- Making staff who need to know aware of a child's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.

1.4 Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions in lessons, whilst noting that administering medicines is not part of a teacher's professional duties.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5 School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition, ideally before the child starts at the academy.
- Liaising locally with lead clinicians on appropriate support.
- To initiate or to support with the drawing up, in consultation with the parent/carer, IHPs that specifically address the needs of the individual child.
- To provide advice and liaison, including training.

1.6 Parents and carers are responsible for:

- Being involved in the development and review of their child's IHP and to be involved in its drafting where possible.
- Providing the Academy with sufficient and up to date information about their child's medical needs and any changes to their child's/children's health.
- Providing the Academy with the medication their child requires and keeping it up to date.

- Collecting any leftover medication at the end of the course or the year or when it becomes out of date, whichever is the sooner.
- Discussing medications with their child/children prior to requesting that a staff member supplies or administers the medication if they have agreed to do so.
- Ensuring that they or another nominated adult are contactable at all times and to immediately provide the Academy with any changes to contact numbers and names.

1.7 Pupils are expected to:

- Provide any member of staff supporting them with any information about how their condition specifically affects them.
- Fully involved in any discussions about their medical support needs.
- To contribute as much as possible to the development of and to comply with their IHP.
- To be sensitive to the needs of those with medical conditions.

2. Definitions

- “Medication” is defined as any prescribed or over the counter medicine.
- “Prescription Medication” is defined as any drug or device prescribed by a Medical Practitioner.
- “Controlled Drug” is a prescription medication controlled under the Misuse of Drugs legislation for example morphine.
- A staff member is defined as any member of staff employed at Rye Academy Trust to include teaching staff unless otherwise stated.

3. Training of Staff

3.1 Where applicable staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

3.2 Where applicable staff will receive regular and ongoing training as part of their development.

3.3 Where applicable staff who undertake responsibilities under this policy will receive the following training.

- First Aid at Work
- Emergency First Aid
- Diabetes Awareness Training
- Care and Control of Medicines
- Administration of Medicines
- Specific training as identified in an IHP if not covered in the above delivered by a clinical lead professional.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Health and Safety Coordinator will keep a record of the training undertaken and a list of all staff qualified to undertake responsibilities under this policy.

4. The Role of the Child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where it is identified as necessary on the IHP, pupils will be allowed to carry their own medicines and devices. If this is not appropriate then the child will be made aware of the location of their medicines.
- If a pupil refuses to take their medication or to carry out a necessary procedure, parents/carers will be informed the same day so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a designated member of staff.

5. Individual Healthcare Plans (IHPs)

5.1 Where necessary, an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, healthcare professionals and designated staff at the Academy and finalised and implemented by staff at the Academy.

5.2 IHPs will be easily accessible, whilst preserving confidentiality.

5.3 IHPs will be reviewed at least annually or whenever a child's medical circumstances change, whichever is the sooner.

5.4 Where a child has a special needs statement the IHP will be linked to it or be part of it.

5.5 Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and the education provider to ensure that the IHP identifies the support the child needs to reintegrate.

6. Medicines

6.1 Administration and Storage of Medicines

6.1.1 Medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, i.e three times a day, breakfast, dinner and bedtime, and medicines should be only brought to school where it would be detrimental to the child's health not to administer them during the school day.

6.1.2 If this is not possible and it would be detrimental to the child's health then prior to administering them or holding them on the school premises the parents/carers of the child must complete and sign a parental agreement and provide clear written instructions which should specify

the medication involved, the circumstances under which it should be administered, its frequency and levels of dosage.

6.1.3 No child will be given any prescription or non-prescription medication without written parental consent and clear written instructions except in exceptional circumstances where telephone authorisation and guidance will be obtained from the parent/carer and accepted for one day only.

6.1.4 Where a pupil is prescribed medication without their parents/carers' knowledge, every effort will be made to encourage the pupil to involve their parents/carers while respecting their right to confidentiality.

6.1.5 No child under 16 years of age will be given medication containing aspirin without a prescription from a medical practitioner.

6.1.6 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 that do not meet these criteria will not be administered.

6.1.7 A maximum of six weeks (one term) supply of the medication may be provided to the Academy at one time and parents/carers are responsible for ensuring that there is sufficient medication available and it has not passed its expiry date.

6.1.8 Controlled drugs may only be taken on the school premises by the individual to whom they have been prescribed. Controlled drugs must be kept in a locked non-portable container in the Welfare/Medical Room and only named staff given access. Misuse of a controlled drug, such as passing such drugs to another young person for use is an offence which will be dealt with under our Drug and Alcohol Policy.

6.1.9 All non-emergency medications will be stored securely in the Welfare/Medical Room in a locked cabinet used only for that purpose in accordance with product instructions. Controlled drugs are kept in a locked non-portable container and only the Welfare Administrator or designated deputy can have access. Emergency medicines e.g. asthma inhalers, adrenaline pens are stored safely in the Welfare/Medical Room but are not locked away and are readily available. Medicines that need to be refrigerated are stored in separate clearly labelled closed containers.

6.1.10 Pupils are encouraged where ever possible to self-administer their medication under the supervision of staff.

6.1.11 Written records will be kept of any medicines administered to pupils.

6.1.12 Only one member of staff at any one time will administer the medication and records to always be checked before their administration to limit the risk of double dosing.

6.1.13 Staff will only administer medication if they clearly understand the administration instructions. If they are in any doubt then the advice of the parent/carer will be immediately sought.

6.1.14 Pupils will never be prevented from accessing their own medication.

6.1.15 Any side effects to medication observed should be recorded and parents/carers informed however Rye Academy Trust cannot be held responsible for side effects that occur when medication is taken correctly and in accordance with instructions.

6.2 Disposal of Medicines and Hygiene/Infection Control

6.2.1 Any medications left over at the end of the course will be returned to the child's parents/carers for safe disposal and parents/carers should collect medicines left over at the end of each term.

6.2.2 Any medications that have date expired must be collected by parents/carers who are responsible for their safe disposal.

6.2.3 Sharps boxes must always be used for the safe disposal of needles. Parents/carers can obtain sharps boxes on prescription from the relevant healthcare professional. The Academy will arrange for disposal with the registered special waste contractor.

6.2.4 All staff involved in the supervision of or administration of medicines to pupils should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff have access and must wear protective vinyl gloves and must take care when dealing with the spillages of blood or other bodily fluids and disposing of dressings and equipment. Please see our Health and Safety policy and our School First Aid policy.

7. Emergencies

7.1 Medical emergencies will be dealt with in accordance with the emergency procedures as detailed in the Academy's Health and Safety Policy and First Aid Arrangements.

7.2 Where an Individual Health Care Plan (IHP) is in place it must clearly define the following:

- What constitutes an emergency for the individual pupil.
- Possible symptoms that could constitute an emergency.
- What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a member of staff.

7.3 Other pupils should be aware of what to do in general terms, such as informing a teacher or member of staff immediately if they think help is needed.

7.4 If a child needs to be taken to hospital, a member of staff will remain with the child until a parent/carer arrives, or will accompany that child in an ambulance.

8. Off-site activities, residential visits and sporting activities

8.1 When arranging off site educational and enrichment visits and sporting activities full consideration is given as to how a child's medical needs may impact on their participation.

8.2 All activities are carefully risk assessed and consideration and reasonable adjustments are given to the requirements in the IHP to enable sufficient flexibility to allow all children to participate according to their own abilities.

8.3 It is expected that all pupils will be able to participate in off site and sporting activities unless evidence from a healthcare professional such as a GP states that this is not possible.

8.4 Parents/carers, pupils and healthcare professionals will be consulted to ensure that all pupils with medical conditions are able to participate in these opportunities. Please see our Educational Visits Policy.

9. Avoiding Unacceptable Practice

9.1 Rye Academy Trust understands that the following behaviour or practice is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Ignoring the views of child or their parents/carers.
- Ignoring medical advice or opinion.
- Sending pupils with medical conditions home frequently or preventing them from taking part in normal activities at school, including lunch or arranged by the school off site, unless this is specified in their individual health care plans.
- Sending a pupil unaccompanied or with someone unsuitable to the Welfare/Medical Room or Student Support area if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their medical condition e.g. hospital appointments.
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toileting issues.
- Creating barriers for example by requiring parents/carers to accompany the child or preventing children from participating in any aspect of school life, including visits off site.
- Refusing to allow pupils to eat or drink or take toilet or other breaks in order to manage their medical condition effectively.

10. Insurance - Liability and Indemnity

10.1 Staff who undertake responsibilities within this policy are covered by the Trust's insurance. The Trust is registered with the Risk Protection Arrangement (RPA) which is a government scheme under which the costs of risks for academies are covered by government funds.

10.2 Full written insurance policy documents are available to be viewed by the members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Director of Finance & Business.

11. Complaints

11.1 Details of how to make a complaint can be found in our Complaints Policy:

- Stage 1 – Informal with complaint discussed with Staff Member
- Stage 2 - Complaint discussed with Headteacher
- Stage 3 – Complaint heard by Trustees Complaints Appeal Panel

12. Other Safeguarding Legislation

12.1 In the development and implementation of this policy the Trust fully endorses and has taken into account the following key pieces of legislation:

- **The Education Act 2002:** Section 21 and Section 175 places a duty on governing bodies and proprietors of Academies to promote the wellbeing of pupils at school and make arrangements for ensuring that the functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of pupils on roll.
- **The Children and Families Act 2014.** Section 100 places a duty on governing bodies and proprietors of Academies to make arrangements for supporting pupils at their school with medical conditions.
- **The SEN and Disability Act 2001.** The Act states that children with special educational needs should have their needs met, normally within a mainstream setting unless a parent indicates otherwise, or if it is incompatible with the efficient education of other children and reasonable adjustments cannot be made.
- **The Disability Discrimination Act 1995.** The Act defines a disabled person as “someone who has a physical or mental impairment which has a substantial or long term adverse effect on his/her ability to carry out normal day-to-day activities. Governing Bodies duties towards disabled children and adults is that they must not discriminate against, harass or victimise disabled children and young people. They must make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory and adjustments must be planned and put in place in advance to prevent that disadvantage.
- **The Disability Equality Duty (Amendment to the Disability Discrimination Act 1995):** the Act was amended to place a positive duty on schools to promote disability equality and to have due regard to eliminate unlawful discrimination and promote equal opportunities for disabled people.