



HOLY TRINITY
Church of England Academy
(South Shields)

Supporting Pupils with Medical Conditions Policy

School Ethos

Schools 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 so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Holy Trinity C.E. Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014, Special Educational Needs and Disability Code of Practice: 0-25 years (July 2104) places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site. The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication

- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

1. Statement of Intent

Holy Trinity Church of England Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – 'Supporting pupils at school with medical conditions'.

OFSTED places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At THE SCHOOL, we aim to:

- ensure all children develop their full potential in a happy, safe environment.
- develop a positive and supportive ethos in which academic and personal development can flourish
- ensure all children have equal access to learning within an inclusive environment including rigorous monitoring of cultural, gender and special educational needs.

2. Key Roles and Responsibilities

The Local Authority (LA) is responsible for:

- promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- providing support, advice and guidance to schools and their staff.
- making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

The Governing Body is responsible for:

- the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of THE SCHOOL.
- ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- handling complaints regarding this policy as outlined in the school'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 provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- keeping written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of THE SCHOOL.
- 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.
- making staff who need to know aware of a child's medical condition.
- developing Individual Healthcare Plans (IHCPs).
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- if necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- taking appropriate steps to support children with medical conditions.
- where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 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.
- a named staff member is responsible for administering injections.

School nurses are responsible for:

- notifying the school when a child has been identified with requiring support in school due to a medical condition.
- liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- keeping the school informed about any changes to their child/children's health.
- completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- providing the school with the medication their child requires and keeping it up to date.
- collecting any leftover medicine at the end of the course or year.
- discussing medications with their child/children prior to requesting that a staff member administers the medication.
- where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Holy Trinity C.E. Academy provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- Holy Trinity CE Academy will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that Holy Trinity CE Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's records and this information will be provided to class teachers annually.

Procedure

The Governing Body of Holy Trinity CE Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Staff who undertake responsibilities within this policy are covered by the academy's insurance.

Training of Staff

- Staff who undertake responsibilities under this policy will receive training in line with expiry of certificates e.g.
 - First Aid at Work
 - Paediatric First Aid
 - Defibrillator Training
- The Head Teacher is responsible for organising this training as required by staff members

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- The School Business Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities within this policy

The Role of the Child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures
- Medicines will be located in an easily accessible location
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff

Day trips, Residential Visits

When administering medicines on outdoor activities school staff will follow the procedures set out in the Managing Medicines Policy.

Information

Children with serious medical conditions will have a brief description of condition, along with any other necessary information, in the back of the school register. Children will also have a photograph and a brief description of any dietary needs, this will be displayed in the kitchen.

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders, Miss Tough and Mrs Coxon, will be asked to attend. The Headteacher will be informed immediately.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital. If following an accident – non-life threatening a child needs to be taken to hospital then a taxi must be arranged to transport the child and parent to hospital as soon as possible.

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the breakfast room fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the School Office. Access to these medicines is restricted to the named persons. Epi-pens are kept in locked cupboards in relevant children's teaching areas. In the case of Epi-Pens all staff have access to the key which is clearly labelled and accessible. Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. If symptoms are severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at Holy Trinity CE Academy, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using Holy Trinity CE Academy Complaints Procedure.

Trained Staff

School First Aiders (full certificate) are:

First Aid at Work:-

Miss Tough – School Business Manager (Expires May 2017)

Miss Quinn – Admin Assistant (Expires Feb 2016)

Miss Taylor – Teaching Assistant (Expires Feb 2017)

Mrs Dogan – Teaching Assistant (Expires Feb 2016)

Mrs Jobling – Teaching Assistant (Expires October 2017)

Miss Phinn – Teaching Assistant (Expires October 2017)

Emergency First Aid at Work:-

Mrs Allan – Lead Teaching Assistant (Expires May 2017)

Mrs Douglas – Midday Supervisory Assistant (December 2016)

Mrs Jackson – Midday Supervisory Assistant (December 2016)

Mrs Mullen – Midday Supervisory Assistant (December 2016)

Paediatric First Aid:

Miss Courty (Expires July 2017)

Miss Hall (Expires March 2018)

Miss Lock (Expires March 2018)

Named people for administering medicines:

Mrs T Murphy - Headteacher

Miss D Tough – School Business Manager

Mrs S Chow – Child Well Being Officer

Mr K Johnson – Deputy Headteacher

Mrs M Quinn – School Administrator