

Castlefort Academy

Supporting Children with Medical Conditions Policy



A proud member of



Approved by:	Chair of Governing Body
Signed by:	Peter Farmer
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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.

Castlefort 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 may need. The Children and Families Act 2014 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 make sure 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 teacher 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.

1. Aims

This policy aims to ensure that:

- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- Pupils, staff and parents understand how our school will support pupils with medical conditions

The Local Governing Body will implement this policy by:

- Complying fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils

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- Provide risk assessments for school visits and other school activities outside the normal timetable
 - Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Jennie Platt.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

3. Roles and responsibilities

The Local Governing Body

The local governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.

In some cases, this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school. Consideration may also be given to how children will be reintegrated back into school after periods of absence.

The local governing body will ensure that any member of school staff who provides support to pupils with medical conditions are able to access information as needed. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Executive Headteacher

The executive headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way. The school should contact the school nursing service in the case of any child 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.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

School nurses and other healthcare professionals

Castlefort Academy has access to the school nursing service. Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs. The school nursing service may be able to provide support in schools for children with particular concerns (e.g. asthma, diabetes, epilepsy).

Equal opportunities

Our school is clear 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.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the parents, pupil and medical professional will be included in the decision as to whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

The school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents.

Individual healthcare plans

The Executive Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions, but this may be delegated to the relevant member of staff. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will provide clarity on:

- What needs to be done
- When
- By whom

They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of cases, especially where medical conditions are long-term and complex. However, not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If consensus cannot be reached, the executive headteacher will take a final view.

The school will follow procedures for pupils that require medication but do not require an IHP.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The local school's committee and medical lead will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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, e.g. crowded corridors, travel time between lessons
- 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

When a child is returning to school following a period of hospital education or alternative provision (including home tuition), schools should work with the local authority to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Administering medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

Parents must provide written permission before any medication is administered. This is completed by sending an email to medical@cas.lighthousefederation.com. Parents will need to advise the

school on dosage, timings for the medication to be administered and also specify how long the medication will need to be administered for.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the 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 pump, rather than in its original container

All medicines will be stored safely, for example in a locked medicine cabinet in the main office or stored securely in a refrigerator. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens will always be readily available to pupils in their classrooms and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Record Keeping

Staff will ensure that records are kept of all medicines administered to children. Parents should be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

Asthma Inhalers

Once a child has been diagnosed with asthma, we ask parents to make the school aware so that we can support their child's needs. We ask parents, working with their GP, to complete an Asthma Plan for their child's medical needs. The school will ensure that the information in this plan is followed. 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.

Emergency Inhalers

It is likely that inhalers may be unavailable for some pupils due to it being lost, broken, run out, forgotten etc... and for this reason, emergency inhalers are available in school. This is to ensure that every child with asthma gets the basic care they need. An emergency inhaler and spacer will be located in the main office. Staff must ensure they record any usage of the emergency inhalers used in school. Emergency inhalers should only be used by children where parents have indicated that they consent for use of the emergency inhaler to be administered. This is for pupils who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler due to seasonally affected conditions. Emergency inhalers must also be taken on any educational visits.

Epi-Pen

Any member of staff can administer 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. In the event of a child being prescribed an epi-pen by a health professional, Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

Defibrillators

Staff members appointed as first-aiders are trained in the use of CPR.

The school has a defibrillator on site and is to be used in the event of sudden cardiac arrest. This is when the heart stops beating and can happen to people of any age and without warning. Castlefort Academy have provided training for all staff members to deliver CPR and in the use of the defibrillator.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices, e.g. asthma inhalers, 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, relevant staff will help to administer medicines and manage procedures for them.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Day trips, residential visits and sporting activities

The school will ensure that arrangements are clear about the need to support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Teachers should be aware of how a child's medical condition will impact on their participation and will ensure that the child will be able to participate according to their own abilities and with any reasonable adjustments, unless evidence from a clinician states otherwise.

The school should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. The school will carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This should be completed under the guidance of health professionals.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- 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

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- 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 pupil, including with toileting issues.
 - Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child

Emergency procedures

As part of the risk assessment processes, the school will have arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips.

In a medical emergency, staff have been appropriately trained to administer emergency paediatric first aid if necessary.

Where a child has an IHP, this should clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school will know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the lead of member of staff for medical conditions.

Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Complaints procedure

Parents with a concern about their child's medical condition should discuss these directly with the class teacher in the first instance. If the class teacher cannot resolve the matter, they will direct parents to the lead member of staff for supporting pupils with medical conditions. If parents have a complaint about provision in place for their child's medical condition, they should contact the executive headteacher/head of school in the first instance. If the executive headteacher/head of school cannot resolve their complaint, parents should follow the school's complaints procedure, available on the school website.

Links to other policies

This policy links to the following policies:

- Accessibility policy and plan
- Complaints policy
- Equality information
- First aid policy
- Health and safety policy
- Safeguarding policy
- Special educational needs information report and policy