



**KINGSTONE ACADEMY TRUST
APPROVED POLICY DOCUMENT**

Policy for Supporting Pupils with Medical Needs (Incorporating the administration of medicines)

Relevant School/s:	KHS and KTPS
Policy Officer:	R Ruvino & E Vigus
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KAT Policy for Supporting Pupils with Medical Needs (Incorporating the administration of medicines)

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions."
Supporting Pupils with Medical Conditions April 2014.

1. Introduction and Context

This policy has been developed to outline the KAT's statutory duties under Section 100 of the Children and Families Act 2014 in order to ensure that suitable arrangements are established to support pupils with medical conditions. This includes the establishment of suitable procedures for the storage, administration and recording of medication.

The key aims are to ensure that:

- Pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- Staff consult with health and social care professionals, pupils and parents, so that the needs of children with medical conditions are effectively supported.

The governing body recognises that pupils, in terms of both physical and mental health, need to be properly supported in school.

This policy is based on the following principles:

- A focus on the needs of the individual pupil
- Recognition that medical conditions can be wide-ranging in their effects, duration and complexity
- The enablement of individuals to play a full and active role in school life, including participation in sports and school trips and visits, and to remain confident, healthy, and achieve their academic potential.
- The promotion of self-care where appropriate for the individual: this includes pupils being permitted to carry their own medication (where appropriate).
- Support and training for staff carrying out supporting roles.
- Effective record-keeping.
- Effective storage and access to medication.
- Suitable and sufficient emergency procedures.

The governing body will ensure that effective consultation will take place with all relevant persons such as health and social care professionals, pupils and parents, to ensure that the needs of pupils are effectively supported.

We further recognise that persons should not be put at unnecessary risk at school, and in addition, and in line with health and safety and safeguarding policies, the governing body will not place others at unacceptable risk or accept a child in school where it would be detrimental to that child and others to do so.

The current Ofsted framework places a clear emphasis on meeting the needs of disabled children and pupils with SEND, and on considering the quality of teaching and the progress

made by these pupils. Inspectors are briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

2. Definition

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 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).

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

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.

3. 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

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 Health Care Plan (IHCP)
- 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

4. Actions and Responsibilities

4.1 Executive Headteacher or Head of Primary

The Executive Headteacher or Head of Primary will be the responsible person for ensuring implementation of this policy in school. They will ensure:

- Sufficient staff are identified and suitably trained, with cover arrangements in case of staff absence or staff turnover, to ensure that someone is always available where required.
- All relevant staff are made aware of this policy and understand their role in its implementation.
- Staff who need to know are aware of the child's condition.
- Staff are appropriately insured and they are made aware they are insured to support pupils.
- Briefing for supply teachers is provided where relevant.
- Risk assessments for school visits and other school activities outside of the normal timetable are carried out.
- The school nursing service is contacted in the case of any child who has a medical condition that may require support in school, but who has not yet been brought to the attention of the school nurse.
- Implementation, development and monitoring of individual healthcare plans.
- Implementation of arrangements for managing storage, administration, and recording of medication.

4.2 School Staff

- Any member of the school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Staff must not give prescription medications or undertake healthcare procedures without appropriate training.
- Although it is recognised that administering medicines is not part of teachers' professional duties, they will take account of the needs of pupils with medical conditions that they teach.
- School staff will receive suitable and sufficient training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.
- Staff will contribute, where relevant, to the development and review of individual healthcare plans

- Individual healthcare plans will include procedures to enable staff to respond accordingly when they become aware that a pupil with a medical condition needs help or requires emergency attention.

4.3 School Nurses

- Where required, the school will access the school nursing service to seek advice and support.
- School nurses may directly notify the school when a child has been identified as having a medical condition which will require support. Wherever possible, this should be done before the child starts at the school.
- School nurses may support the Executive Headteacher and staff on implementing a child's individual healthcare plan. They will provide advice and guidance, for example, on staff training.
- School nurses can liaise with healthcare professionals, e.g. Clinicians, G.P., Children's Community Nurse or Community Mental Health Team, on appropriate support for the child and associated staff training needs.

4.4 Healthcare Professionals

- Liaison will take place with healthcare professionals, including GPs and paediatricians, where required, to ensure clinical input and pertinent advice is obtained on developing individual healthcare plans.
- Specialist or specific local health teams may be contacted to provide support in schools for children with particular conditions (e.g. asthma, diabetes).

4.5 Pupils

- Wherever possible pupils will be fully involved in discussions about their medical support needs and will contribute as much as possible to the development of, and compliance with, their individual healthcare plan.
- It is the policy of the school to promote self-care for those pupils who are competent to manage their own health and safety needs and medications.

4.6 Parents/Carers

- Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. It is recognised that they might, in some cases, be the first to notify the school that their child has a medical condition.
- Parents/carers must give prior written agreement for any medication, prescription or non-prescription, to be given to a pupil.
- As key partners they should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. However, confirmation of any medical or clinical need will always be sought from a suitable healthcare professional.
- Parents should carry out any action they have agreed to as part of the healthcare plan's implementation, e.g. provide medicines and equipment, collect same, and ensure that they or another nominated adult are contactable at all times.

4.7 On notification of a pupil with a medical condition

- KAT will implement suitable arrangements when alerted to pupils with medical conditions. These arrangements may be provided when a child starts at school, when a pupil receives a new diagnosis, or when existing needs change.
- Where appropriate, the school will ensure that robust individual healthcare plans (IHCPs) are established.

4.8 Individual Health Care Plan (IHCP)

- The school ensure that suitable IHCPs are developed.

- Each IHCP will be clear about what needs to be done, when, and by whom. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. It is recognised that different children with the same health condition might require very different support.
- An IHCP may be initiated by a member of school staff, the school nurse, or another healthcare professional involved in providing care to the child.
- An IHCP will be drawn up with input from such professionals, e.g. specialist nurses, who are able to determine the level of detail needed in consultation with the school, the child and their parents.
- An IHCP will be reviewed at least annually **or earlier if the child's needs change**. Where the child has a special educational need, the individual health care plan will be linked to the child's statement or Educational Healthcare Plan (EHCP) where they have one.

5. General Procedures

5.1 Emergency procedures

- The school will ensure that all staff know what action to take in the event of a medical emergency. This includes: how to contact emergency services and what information to give; and, who to contact within the school
- New staff and supply staff are inducted into school processes.
- Action to take in a general medical emergency is displayed in a prominent location
- If a pupil needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows. We aim to ensure a copy of the pupil's IHCP is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- Staff should not take pupils to hospital in their own car.

5.2 Administering medication

- All pupils at this school with medical conditions have easy access to their medication. This will only be administered under the supervision of named members of staff; even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils.
- When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

- If a pupil misuses medication, either theirs or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

5.3 Storing medicines at school

- There is an identified member(s) of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature
- All controlled drugs are kept in a secure cupboard in the school office and only named staff have access
- The identified member(s) of staff check the expiry dates for all medication stored at school; this check is documented, and parents informed.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency
- Some medication for pupils at this school may need to be refrigerated. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.

5.4 Safe disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.
- Although not currently needed, sharps boxes would be used for the disposal of needles. Collection and disposal of sharps boxes would be dealt with appropriately

5.5 Concerns and complaints

Should a concern or complaint arise in relation to a pupil's medical needs, then this should be directed in the first instance to the Executive Headteacher who will address issues on an individual basis. Formal complaints will be handled in line with KAT's usual complaints procedure.

6. Evaluation and Review

This policy will be reviewed at regular intervals. It will be made readily available to parents/carers and be communicated to all staff.

This policy should be read in conjunction with other KAT Policies, in particular, the SEND policy, the First Aid Policy and the Asthma policy.

Policy Review Date March 2017

Policy Review Date March 2018

Policy Review Date March 2019 (or in line with legislative change)

Appendix 1 An inclusive school environment for children with medical conditions

Physical Environment

KAT is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes school trips and journeys.

Social Interaction

KAT ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school

KAT ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as clubs, school productions, after school clubs and residential visits. KAT ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

All staff are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Sports Activities

KAT understands the importance of all pupils taking part in sports, games and activities.

KAT staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

KAT ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

School staff and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

KAT ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.

KAT ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCO and appropriate Pastoral leads who will consult with the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Residential visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process.

Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Reducing or eliminating common triggers that can exacerbate medical conditions

KAT is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

KAT uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Staff are aware of the potential triggers for the common medical conditions at school.

The school reviews medical emergencies and incidents to see how they could have been avoided, and appropriate changes to policy and procedures are implemented.