



Supporting children with medical conditions

September 2015



Introduction

The Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school. In addition, the Academy has adopted the guidance published by the DFE/Department of Health entitled “Supporting Pupils with Medical Needs: a good practice guide”.

All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the Academy. Such procedure will be discussed with the child and parents for their agreement prior to the disclosure. (Throughout this policy, the term “parents” means all those having parental responsibility for a child.)

Aims

This document aims to:

- i. Provide a clear policy and set of procedures understood and accepted by staff, parents and children which provide a sound basis for ensuring that children with medical needs receive proper care and support at the Academy
- ii. Identify the necessary safety measures to support children with medical needs (including long term or complex needs)
- iii. Define individual responsibilities for children’s safety
- iv. Set out the procedures to ensure the safe management of any medications; and define the Academy’s emergency procedures.

Children with long-term medical needs

Children with medical needs entering the Academy from local preschools and nurseries will usually be identified through discussions with the preschool staff. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual children. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the child’s General Practitioner.

Parents are responsible for informing the Academy of medical issues that arise during the children’s time in the Academy.



Responsibilities

Parents

- i. Parents are responsible for making sure that their child is well enough to attend the Academy.
- ii. Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours.
- iii. Parents should provide the Academy with sufficient information about their child's medical condition and treatment or special care needed at the Academy. Appropriate forms are sent out to every parent when the child first enters the Academy.
- iv. Parents are responsible for ensuring that these details are up to date.
- v. Parents are responsible for ensuring that their child's class teacher is informed about any long term medication.
- vi. Parents are responsible for ensuring that any medicines that need to be administered during the Academy day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.
- vii. Where appropriate, parents should be involved in drawing up a Healthcare Plan for their child.

The Academy

- i. Ensuring arrangements are in place to support pupils with medical conditions.
- ii. Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- iii. Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- iv. Ensuring the level of insurance in place reflects the level of risk.
- v. Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials
- vi. No members of staff are obliged to give, or oversee the giving of medication to children. Only the Academy Nurses or authorised and trained volunteers working under the Academy Nurse are authorised to give or oversee the taking of medication.
- vii. In the absence of the Academy Nurse, the Head teacher accepts responsibility, in principle, for trained Academy staff giving prescribed medication during the Academy day.
- viii. The Academy is responsible for requesting information concerning details of all childrens' medical conditions and treatment/care.
- ix. The Head teacher, in consultation with the Academy Nurses, is responsible for ensuring the formulation of individual Healthcare Plans where necessary.



- x. The Head teacher, in consultation with the Academy First Aiders, is responsible for drawing up and implementing emergency medical procedures and First Aid arrangements.
- xi. Ensuring written records are kept of, any and all, medicines administered to pupils.
- xii. The Head teacher is responsible for ensuring that all parents are aware of the Academy's policy and procedures for dealing with medical needs.

The Academy First Aiders

The Academy First Aiders are responsible for:

- i. Administering all prescribed medication and accurately recording that it has taken place;
- ii. Administering any non-prescription medication in exceptional circumstances which he/she is authorised to administer or oversee;
- iii. Ensuring the safe storage of medication; and providing staff with guidance on medical conditions and how they may affect the education of individual students.
- iv. In conjunction with parents (and medical practitioner where necessary) and the Head, the Academy First Aiders will be involved in the formulation of individual Health Care plans.
- v. In conjunction with the NHS Trust and the Head, the Academy First Aider will be involved in advising/providing support for staff training on medical issues.

The Academy First Aider will organise appropriate training for staff volunteers, and will keep the Head teacher informed of progress

Procedures

Illnesses in the Academy

If a child becomes ill at school and the teacher feels that medical treatment is required, the child will be seen by the Academy First Aider.

The Academy has a strict policy that no medication or treatment will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.

If a child is injured at school, then a designated First Aid member of staff will be called. First Aid will be administered, as appropriate. A letter will be sent home with the child. If it is thought that follow-up treatment is required, the parent will be contacted.

In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.



In an emergency, an ambulance must be called and the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

Administering Medication

Medication should only be brought to school when absolutely essential, and the “Request for School to Administer Medication” form must be completed. The completed form together with the medication should be handed into the school office upon arrival. The Office Manager will provide the class teacher with all necessary details. If your child attends before school club medication should be handed into the staff with the completed consent form.

No pupil will be given medication without his or her parent’s written consent.

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 which do not meet these criteria will not be administered.

Medications will be stored in the School Office

Any medications left over at the end of the course will be returned to the child’s parents.

Any Academy First Aiders giving medicine to a pupil will check:

- the pupil’s name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

If in any doubt about the procedures the First Aider will check with the parents or the Academy nurse before taking further action.

Staff should complete and sign the medicine record book, this must be signed by a witness, each time medication is given to a pupil. The dosage and administration will be witnessed by a second adult.

Non-Prescription Medication

Academy First Aiders should not give non-prescribed medication to pupils unless otherwise directed and consent form completed. They may not know whether a pupil has taken a previous dose, is allergic or whether it may react with other medication being taken. Throat sweets are classified as non-prescription medicine and will be treated as such. Children will be encouraged to drink water if they have a sore throat. **A child under 12 should never be given aspirin, unless prescribed** by a doctor or dentist



If a pupil suffers regularly from acute pain, such as migraine, the parents / guardians should authorise and supply appropriate pain killers for their child's use, together with written instructions about when the child should take the medication. A First Aider will supervise the pupil taking the medication and notify the parents, in writing on the day painkillers are taken.

Self Management

It is good practice to allow pupils who can be trusted to manage their own medication, and the Academy encourages this. If pupils can take their medicine themselves, then a First Aider will supervise this. Written parental consent still needs to be given. Medicine should be handed into the school office in the usual way. Only inhalers may be carried by children.

Refusing Medication

If pupils refuse to take medication, school staff will not force them to do so. The school will inform the child's parents/guardians. If necessary, the school will call the emergency services.

The Request for Administration of Medicine form (example attached) provides a standard format for providing written details. A record of medicines given to pupils is kept in the school office.

Academy off-activities and visits

The Academy believes that all children are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate children with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Policy on specific medical issues

The Academy welcomes all children and encourages them to participate fully in all activities. The Academy will advise staff on the practical aspects of management of:

- i. Asthma attacks
- ii. Diabetes
- iii. Epilepsy
- iv. An Anaphylactic Reaction

The Academy will keep a record of students who may require such treatment.



The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

The procedure for the storage of asthma inhalers, insulin and epi-pens etc. is decided by the Academy, on advice from the Academy nurses.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

- a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school
- e) Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- h) Creating barriers to children participating in school life, including school trips.
- i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

DETAILS OF PUPIL

Surname.....
Forename(s).....
Address.....
Date of birth.....
Class and teacher.....
Details of condition or illness.....

MEDICATION – only medicines prescribed by a doctor may be given

Name/type of medication.....
For how long will your child take this medication.....
Date dispensed.....

Full directions for use

Dosage and timing.....
Special precautions.....
Side effects.....
Procedures to take in an emergency.....

I confirm that it is necessary to take this medicine in school hours

I confirm that my child may administer his/her own medicine.

Please delete if inappropriate

CONTACT DETAILS

Name and telephone number.....

I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake. I have read the above conditions relating to medicine at Sidney Stringer Primary Academy, and I recognise the school's disclaimer of responsibility with respect to the administration of any medicine.

Signed..... (Parent or guardian)

Date.....

Relationship to pupil: