

DAUBENEY ACADEMY



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Approved by F&GP -
Next Review Date: February 2018

Definition

Pupil's medical needs can be broadly summarised as being of two types:

Short-term – affecting their participation in school activities when they are on a course of medication.

Long –term, potentially limiting their access to education and requiring extra care and support.

Statutory guidance

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools and academies to make arrangements for supporting pupils at their school with medical needs.

Pupils with medical conditions have the same right of admission to a school as other pupils and cannot be refused admission or excluded from school on medical grounds alone. However, in line with their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from for example infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Entitlement

Daubeney 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 that 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.

Responsibility of the school

To meet the guidance Daubeney Academy takes the responsibility of pupils with medical needs seriously and aims to:

- Provide effective support for their child's medical condition and ensure that pupil's feel safe. Daubeney Academy will establish relationships with relevant local

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health services, receive and fully consider advice from healthcare professionals and listen to parents and pupils.

- Comply fully with the Equality Act 2010 for pupils who may have disabilities or Special Educational Needs.
- Support pupils with medical conditions, so that they have full access to education, including Physical Education and educational visits.
- Ensure that school staff involved in the care of pupils with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- Write, in association with healthcare professionals and parents, Individual Healthcare Plans where necessary. These will be regularly reviewed, at least once a year. See flow chart Appendix A.
- Wherever possible, pupils should be allowed to take responsibility of their own medication. This will be discussed when the Individual Health Plan is compiled.
- Ensure that the focus is on the needs of each pupil and how their medical condition impacts on their school life.
- Medication will be stored appropriately and will be easily accessed.
- Written records are kept of all medicines administered to pupils.
- Individual Health Care Plans will clearly define what constitutes an emergency and explain what to do. All relevant staff will be aware of emergency symptoms and procedures.
- If a child needs to be taken to hospital, a member of staff will stay with the pupil until the parent arrives.
- Risk assessments will be carried out before any school trip. The school will consider what reasonable adjustments may have to be made to enable the pupil with medical needs to participate fully and safely on visits.
- Transitional arrangements between schools will be completed in such a way that Daubeney Academy will ensure full disclosure of relevant medical information, Healthcare Plans and support needed in good time for the pupil's receiving school to adequately prepare.

Responsibilities of the pupil's parents

- Parents will inform school of any medical condition which affects their child.
- Parents to give written consent for the school to administer prescribed or non-prescribed medication.
- Medication given to the school must be in-date and clearly labelled in the original container or dispenser.
- Parents will cooperate in training their pupils to self-administer medicine if this is appropriate, and that staff members will only be involved if this not possible.
- Parents to attend required transitional meetings with receiving schools to ensure the school is adequately prepared.

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Procedure

The Governing Body of Daubeney Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by pupils with medical conditions. See commercial combined policy KSC-242048-0443 with Zurich Municipal including Health and Safety and Employment support.

Information

Pupils with serious medical conditions will have their photograph and brief description of conditions, along with any other necessary information, in the staffroom. Pupils with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted on the pupil's SIMs records and this information will be provided to class teachers annually.

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 will be asked to attend.

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.

Pupils will be accompanied to the 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.

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. 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 office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the office fridge. Inhalers will be carried with most pupils; some are kept in the office. 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 also kept in the school office and all staff have access to these.

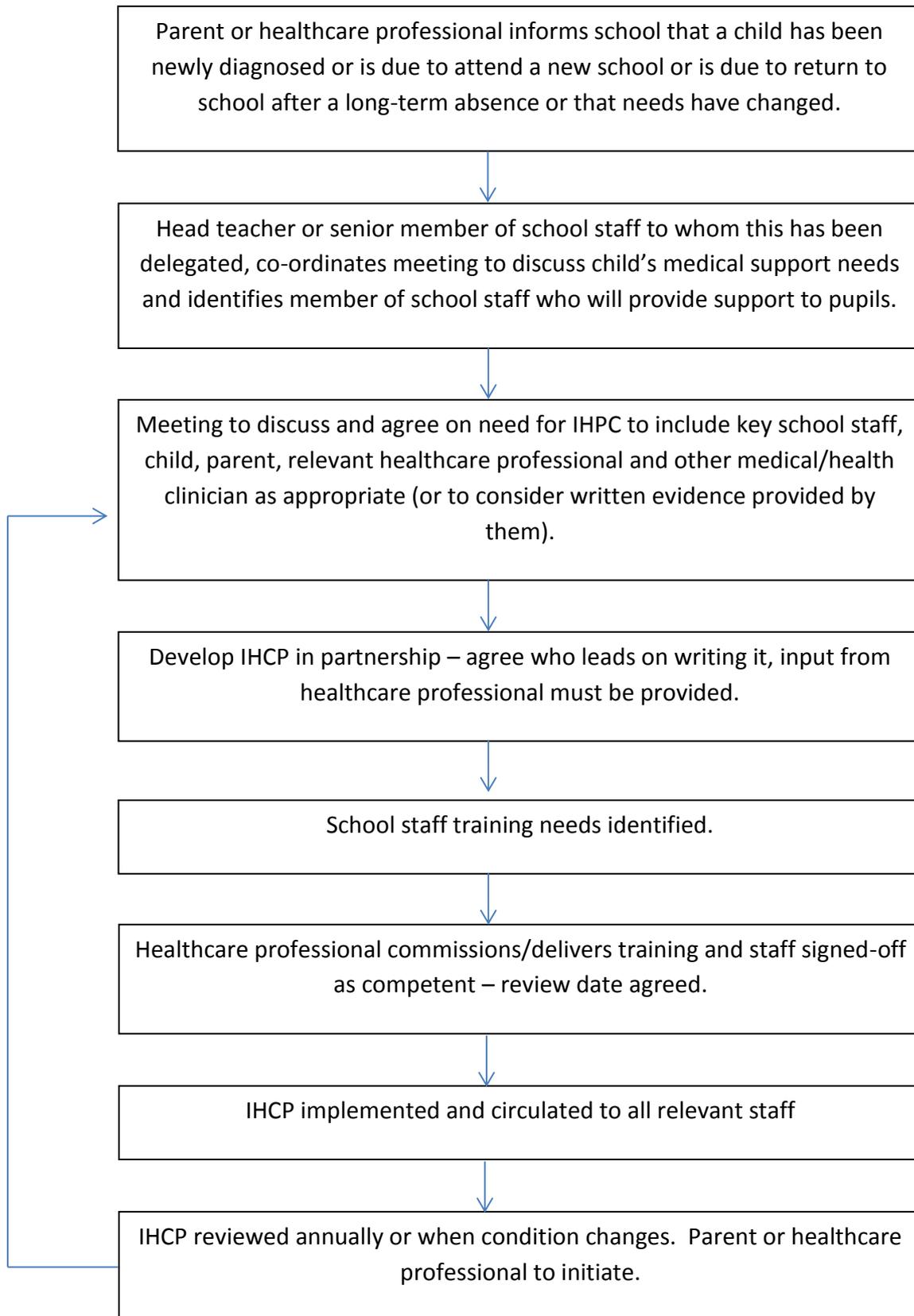
Staff will record any dose of medicines given in the Medicine book. Pupils self-administering asthma inhalers do not need to be recorded.

Complaints

Should parents be unhappy with any aspect of their child's care at Daubeney 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 concerns, the problem should be brought to a member of the Leadership team, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Daubeney Academy complaints procedure.

Appendix A

MODEL PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS



Example of Individual Healthcare Plan

Pupil's Name:	Class:
People present at formation of the plan:	
Medical Condition Summary (signs, symptoms and treatments).	
Medication: Dose: Storage: Dietary requirements: Additional information (side effects, equipment, environmental issues e.g. busy corridors)	
Specific support for pupil's educational and social needs (How absence will be managed, rest breaks, catch up on learning, counselling):	
Support needed:	
Person to be responsible for support: Training requirements:	
Written permission gained from parents to give medication.	
Arrangements for extracurricular activities and trips:	
What to do in an emergency:	

Signed _____

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