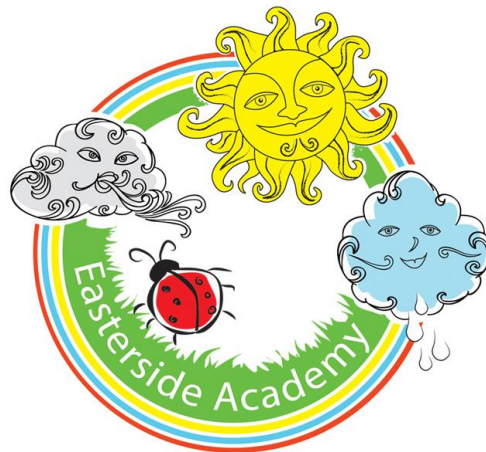


# EASTERSIDE ACADEMY



## Medical Conditions Policy Supporting Pupils with Special Medical Needs



# Medical Conditions POLICY

### Document History

<b>CREATED: (Updated)</b>	September 2014
<b>By:</b>	HT / Governing Body
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## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

#### Definition

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 (deemed **special medical needs**).

#### Rationale

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 who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

**The Children and Families Act 2014, from September 2014**, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs, in terms of both physical and mental health, have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Where a child with medical conditions is disabled, the Governing Body at Easterside Academy will comply with their duties under the **Equality Act 2010**.

Some pupils may also have special educational needs (SEND) and may have a statement, or Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the **SEND Code of Practice**.

Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

Early Years settings should continue to apply the Statutory Framework for the Early Years Foundation Stage.

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

#### Aims

Easterside Academy aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
  
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

#### Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. They should be properly supported so that they have access to education, including school trips and physical education.

Easterside Academy believes that pupil's with medical needs should be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The school does not have to wait for a formal diagnosis before providing support to pupils. In a case where a pupil's medical condition is unclear, or where there is a difference of opinion, 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.

Where a child has a special educational need (SEN) identified in a statement or Education Health and Care Plan (EHC), the individual healthcare plan should be linked to or become part of that statement or EHC Plan. The SENCO in school will facilitate and support the development of the EHC Plan for a child with medical needs, following Local Authority guidelines and procedures. Where a child has SEND but does not have a statement or EHC Plan, his/her special educational needs should be mentioned in his/her individual healthcare plan. The EHC Plan or Healthcare Plan for a child with medical needs will be reviewed regularly and at least annually.

Staff are made aware that they are to bring any concerns regarding a child's medical needs to the attention of the Head Teacher immediately.

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved in the administration of medicine;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

### Expectations

At Easterside Academy it is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is deemed appropriate and practicable. In these situations where a pupil is competent to manage their own health needs, where medication is taken, an identified adult/s will oversee and record medication taken following the 'Administration of Medicines Policy' within school. This will also clearly be identified in their individual healthcare plan;
- parents must consult with the Head Teacher/S Callaghan/K Horne/M McCabe/J Bazanek/K Hinman (identified persons) regarding permission for administering medication in school. Staff must not accept responsibility nor keep medicine/pills in their cupboard. Parents must come to the main entrance and ask to speak to one of the identified persons above.
- where parents have asked the school to administer the medication for their child and it has been agreed, the prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent to the main reception.
- employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

□ Health Authority training must be sought for pupils with specific medical conditions such as nut allergy and other serious conditions – this is usually organised through the school nurse at least annually for all staff and as

required. (School Nurse – Viv Bradley) A record of all staff training is kept by the Head Teacher and all staff sign to say that they have received the training.

□ all individual Healthcare Plans will be brought to the attention of all adults working in the school and displayed in the reprographics room. These are shown to all new members of staff as part of their induction.

□ any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils.

### Roles and Responsibilities

The School seeks to build affective relationships with the local authority, health professionals and other support services to ensure that children with medical conditions at Easterside Academy receive a full education.

### Governing Body

The Governing Body has ensured that the school has developed a policy for supporting pupils with medical conditions that is implemented and reviewed annually and is accessible to parents and school staff.

The Governing Body of Easterside Academy ensures that arrangements are in place in school to support pupils at school with medical conditions, including the relevant training of staff.

The Governing Body ensures that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported. As many medical conditions that require support at school will affect quality of life and may be life-threatening, the Governing Body therefore also ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

No child with a medical condition will be denied admission or prevented from taking up a place at Easterside Academy because arrangements for their medical condition have not been made. However, in line with the Governing Body's safeguarding duties, they will 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.

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

The Governing Body ensures that written records are kept of all medicines administered to children and that the school's policy sets out what should happen in an emergency situation.

#### **Head Teacher**

The Head Teacher will ensure that the school's policy is implemented effectively with partners. Mrs D Linacre (Head Teacher) has overall responsibility for the policy's implementation. Staff will visit the policy through annual Health and Safety training delivered by the Head Teacher. Staff will sign to say they have received the relevant training.

The Head Teacher will also ensure that all relevant staff are made aware of any pupil's individual condition and that sufficient staff are suitably trained. This will also take into consideration if staff are absent and/or staff turnover to ensure someone is always available. The Head Teacher will also ensure that supply teachers are aware of any child in their class with a medical condition and their healthcare plan.

The Head Teacher will ensure that relationships are established with relevant local health services in order for the school to receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

The Head Teacher ensures any healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

#### **School Staff**

Any member of 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.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

#### **School Nurse**

Easterside Academy has access to the school nursing services. Our school nurse is Viv Bradley. The school nurse is responsible for notifying the school when a child has been identified as having a medical which will require support in school. Wherever possible this is done before the child starts at the school.

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

The school nurse will provide support and advice writing and implementing the individual healthcare plan. They will also provide or organise relevant training where required.

### Other Healthcare Professionals

Healthcare professionals should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice when developing an individual healthcare plan.

### Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions where appropriate e.g. age of the child.

### Parents

Parents should ensure that the school has up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition.

Parents should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation.

### Ofsted

Inspectors will ensure that the school has a policy dealing with medical needs and that the school is able to demonstrate that this is implemented effectively.

### Policy into Practice

#### Procedures for Supporting a Pupil with a Medical Condition

##### Individual Healthcare Plans

Individual healthcare plans (and their review), may be initiated with the parent, by a member of the school staff (Head Teacher) or a healthcare professional involved in providing care to the child.

Putting together an individual Healthcare Plan is the responsibility of the Head Teacher/SENCO and sometimes the Class Teacher and is done so in partnership. At Easterside Academy this would usually involve the school nurse and wherever appropriate, pupils are involved also. The individual



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

healthcare plan provides clarity about what needs to be done, when and by whom.

Individual healthcare plans are often 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 other cases, especially where medical conditions are long-term and complex. A healthcare plan is however not always needed and the school, healthcare professional and parent should agree. If consensus cannot be reached, the Head Teacher will take a final view.

A flowchart to support agreeing if a child needs an individual healthcare plan is provided in annex A.

Easterside Academy has an agreed format for an individual healthcare plan. See annex B. This can however be adapted to meet the needs of the individual child.

The plan usually includes:

- the medical condition.
- its triggers, signs, symptoms and treatments.
- the pupil's needs, including medication (dose, side-effects and storage)
- other requirements such as dietary needs and environmental issues.
- emergency procedures and contacts.
- specific support for the pupil's educational, social and emotional needs.
- level of support needed.
- who will provide support.
- separate arrangements for trips/visits and school activities outside the normal timetable.

As part of the process in developing the individual healthcare plan, the school will also consider what training needs will be required and for which members of school staff. This is usually carried out with the school nurse or another healthcare professional as they will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. Where appropriate the child's parent will also be invited to the training session. The Head Teacher is responsible for ensuring that all training for staff is kept up-to-date.

#### **Transitional Arrangements**

If a child with medical needs is starting at Easterside Academy at the beginning of the school's academic year, or at the beginning of a term, the Head Teacher, Parent/Carer and School Nurse will meet prior to the child





## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

starting in order to ensure that all the relevant information is shared with school.

If they are coming from another school, where possible a member of the child's previous school will be invited to the meeting, or a member of the school's 'Care Team' will go out to the school to collect information. These meetings prior to the child starting the school will support the writing of the child's individual healthcare plan at Easterside Academy.

In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort is made to ensure that arrangements, including an individual healthcare plan are put in place within two weeks.

#### **Reintegration**

Where a child needs to be reintegrated into school following a period of hospital education or alternative provision (including home provision), or when a pupil's needs change, Easterside Academy will work with the Local Authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Reintegration back into school will be properly supported so that pupil's with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition, will also be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and general well-being.

#### **Procedures for Administering and Managing Medicines**

*\*See also the academy's 'Administering Medicines Policy'.*

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

**A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.**

If permission to administer medicine is given the following conditions are set:-

- School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

- Tablets, medicine, creams etc are kept centrally and safely.
- Permission and acceptance of the responsibility, by parents, must be received in writing through completion of one of the schools pro-formas before usage.
- Date, dosage etc. to be recorded in centrally kept file for certain medication. Any side effects of the medication will be noted and reported to parent/carer.
- Unused medication should be collected by the parent/carer and disposed of safely.

Alternatively parents can come into school to administer medicines themselves.

The school has a separate Asthma Policy monitored by the First Aider and emergency asthma procedures.

The school has a list of children with medical problems. Class teachers are given up-to-date lists at the beginning of the Autumn Term.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures will require an appropriate level of supervision. Where this has been agreed, it will be stated in their individual healthcare plan.

**What should happen in an emergency situation?**

Easterside Academy has arrangements in place for dealings with different emergencies.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. This is displayed for all staff in the reprographics room. Other pupils in the school are also made aware in general terms, such as informing the teacher immediately if they think help is needed.

If 999 is called and the child is taken to hospital, a member of staff (paediatric first aider) will stay with the child until the parent/carer arrives, or a senior leader will accompany a child taken to hospital by ambulance.

**Day Trips, Residential Visits and Sporting Activities**

When planning a visit or trip, teachers will consider how a child's medical condition will impact on their participation, and ensure there is enough

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

flexibility for all children to participate according to their own abilities and with reasonable adjustments.

Easterside Academy will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments may need to be made to enable children with medical needs to participate fully and safely on visits. Part of this will be done through the carrying out of a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are include.

Any steps/adjustments made will be recorded on the risk assessment and taken to the EVC coordinator/Head Teacher to be signed prior to the visit/activity taking place.

*\*See also the academy's Visits Policy.*

### **Unacceptable Practice**

It is generally not acceptable to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- 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 child, including with

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or

prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

### Liability and Indemnity

The Governing Body at Easterside Academy has ensured that the appropriate level of insurance is in place and appropriately reflects the level of risk when supporting children with medical conditions, including the administration of medicines. This will be reviewed annually taking into consideration individual children's medical needs.

Easterside Academy's insurance policy has been taken through Baker Tilly.

### Complaints

As a parent/carer, should you be dissatisfied with the support provided at Easterside Academy for your child with medical needs, please discuss your concerns directly with the school.

If for whatever reason this does not resolve the issue, you can make a formal complaint following our school's complaint procedure which can be found on our website, or a copy can be obtained directly from the school's main office.

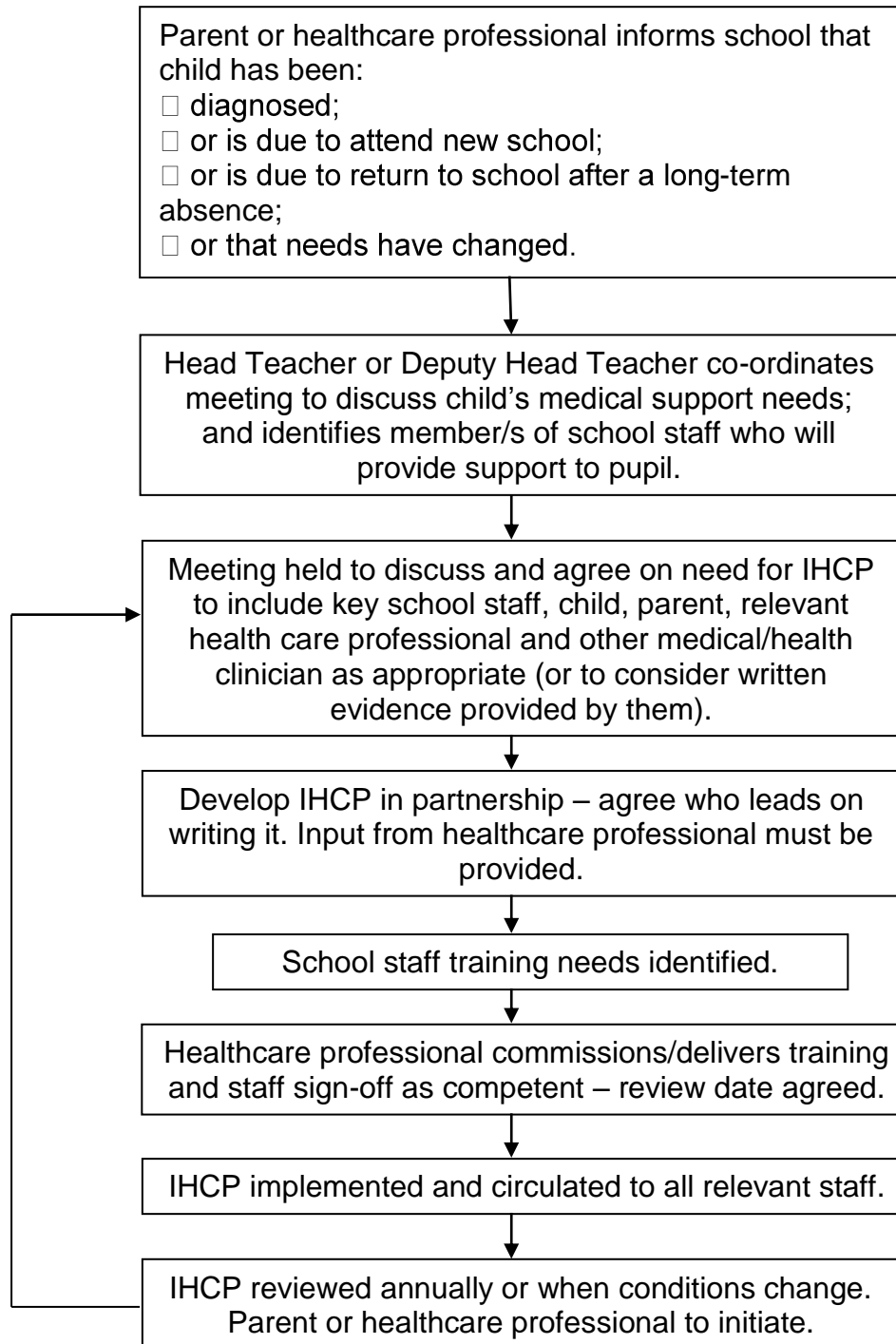


## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

#### ANNEX A

#### Process for Developing an Individual Healthcare Plan



# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

ANNEX B

#### Healthcare Plan

<b><u>Pupil Information:</u></b>  Name: _____ Male/Female  D.O.B. _____  Class: _____ Teacher: _____	
<b><u>Contact Information:</u></b>  Pupil's Address: _____  Postcode: _____	
<b><u>Family Contact 1:</u></b>  Name: _____  Relationship to pupil: _____  Contact Number/s: _____	<b><u>Family Contact 2:</u></b>  Name: _____  Relationship to pupil: _____  Contact Number/s: _____
<b><u>GP</u></b>  Name: _____  Contact Number: _____	<b><u>Specialist Contact</u></b>  Name: _____  Contact Number: _____
<b>Details of Pupil's Medical Condition</b>  Trigger/s or things that make this pupil's condition/s worse: _____	
<b>Routine Health Care Requirements</b>	<b>Emergency Medication</b> <i>(Name/Type as described on container)</i>
<b>What To Do In An Emergency</b>  Signs or Symptoms that indicate an emergency for this pupil.	

# EASTERSIDE ACADEMY



## Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

**Medicine dose and method of administration.**

**Who needs to be contacted?**

**Signed** \_\_\_\_\_ (Parent of Pupil) **Signed** \_\_\_\_\_ (Head Teacher)

**Signed** \_\_\_\_\_ (Healthcare Professional)