



# Supporting Pupils with Medical Conditions

**Adopted and ratified by the Governing Body of Woodlands Academy on 9<sup>th</sup> December 2014**

Signed by:

Chair of Governing Body

Date:

Committee with oversight for this policy –	FGB
Policy last reviewed by the	New
Policy last ratified and adopted by Full Governing Body	New
Policy / Document due for review	8/12/15

## **Medicine and Supporting Pupils at School with Medical Conditions Policy**

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at Woodlands Academy with medical conditions. Pupils with special medical needs 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 the place of the parent 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. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through Woodlands Academy website.

### **Policy Implementation**

All schools are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to the head teacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. The headteacher will be responsible for briefing supply teachers, risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

### **Definitions of Medical Conditions:**

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in Woodlands Academy activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

### **The Role of Staff at Woodlands Academy**

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs 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 SEN, this guidance should be read in conjunction with the SEN Code of Practice and Woodlands Academy Primary SEN Information Report (See SEN Local offer).

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. The school, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence. Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans).

At Woodlands Academy, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, whom we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

### **Procedures to be followed when Notification is received that a Pupil has a Medical Condition**

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting at Woodlands Academy, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to Woodlands Academy mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. A child will not be allowed in school prior to these arrangements being made if the Head teacher feels that the child may be at risk.

In making the arrangements, Hathaway Primary will take into account that many of the medical conditions that require support at school will affect quality of life and may be life – threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. Hathaway Primary will ensure that arrangements give Parents/Carers and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need. Woodlands Academy will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Woodlands 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. Hathaway Primary will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils'

health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Hathaway Primary does not have to wait for a formal diagnosis before providing support to pupils. In cases 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/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the AHT/SENCO or the Head teacher. Following the discussions an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

### **Individual Health Care Plans**

Individual Health Care Plans will be written and reviewed by AHT of Inclusion and the school nurse, and the AHT/Inclusion, but it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at school.

Individual Healthcare Plans will help to ensure that the school effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and 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. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. Hathaway Primary, health care professionals and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Appendix A.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their Individual Health Care Plan. Appendix B shows a template for the Individual Health Care Plan and the information needed to be included. Individual Health Care Plans, (and their Review), may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the child. The Individual Health Care Plan must be completed by the Lead Professional

(AHT/Inclusion) with support from Parents/Carers, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the school.

Children who suffer from Asthma will have an individual Asthma card that is normally filled out by the Parents/Carers and their GP/Asthma nurse. They must be treated as care plans and reviewed by the Lead Professional. No child suffering from asthma should be in school without an Asthma pump and Asthma Card (See Appendix E)

Appendix B provides a template for the Individual Health Care Plan but it is a necessity that each one includes;

- 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/noisy conditions, 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 tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required;
- Arrangements for written permission from Parents/Carers and Richard Baker AHT Inclusion and SENCO 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 child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the Parents/Carers or child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

## **Emergency Asthma treatment**

The emergency salbutamol inhaler should only be used by children:

- Who have been diagnosed with asthma, and prescribed a reliever inhaler;
- OR who have been prescribed a reliever inhaler; AND for whom written parental consent for use of the emergency inhaler has been given (Appendix F).

This information should be recorded in a child's individual healthcare/Asthma plan (Appendix E). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and will save their life.

The Parent of the child who has used the emergency inhaler must be sent a letter to state that their child has used the inhaler, as well as document that dosage given and at what time. Consent should be updated regularly, ideally annually, to take account of changes to a child's condition.

## **The Child's Role in managing their own Medical Needs**

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, the Woodlands Academy will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

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; these will be stored in the shelf in the Medical Room to ensure that the safeguarding of other children is not compromised. Woodlands Academy does also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them. All medication administered will be recorded using Appendix D, where children are on visits or out for PE, the medication will be packed in a clearly labelled box/bag with a copy of Appendix. After use, the form must be placed back immediately into the white folder in the relevant section.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

## **Managing Medicines at Woodlands Academy**

The following are the procedures to be followed for managing medicines:

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

- No child under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent.
- We will not administer non-prescription medicines to a child, if a Parent/Carer wishes a child to have the non-prescription medicine administered during the school day; they will need to come to the school to administer it to their child.
- Hathaway Primary 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. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the Medical Room. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know which member of staff will be in the medical room.
- Medicines and devices such as blood glucose testing meters should be always readily available to children and not locked away; these will be stored in the classroom cupboards where both class teacher and child know how to access them. 4 HLTA's are trained to support children check their blood glucose and to administer insulin injections as directed in the care plan.
- Medicines and devices such as asthma inhaler, and adrenaline pens should be always readily available to children; these will be stored in the medical room on the shelf in labelled boxes where class teacher, TA's and child know how to access them. If a child requires asthma inhaler it is crucial that there is an inhaler and the Asthma card are in school at all times
- The school has 2 emergency inhalers that can be used as and when. Parents must sign a consent form and return it in school. The consent form must be attached to the child's asthma card.
- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions. Hathaway Primary will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted. Appendix C and Appendix D outline these procedures. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

## **Unacceptable Practice**

Although Woodlands Academy staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

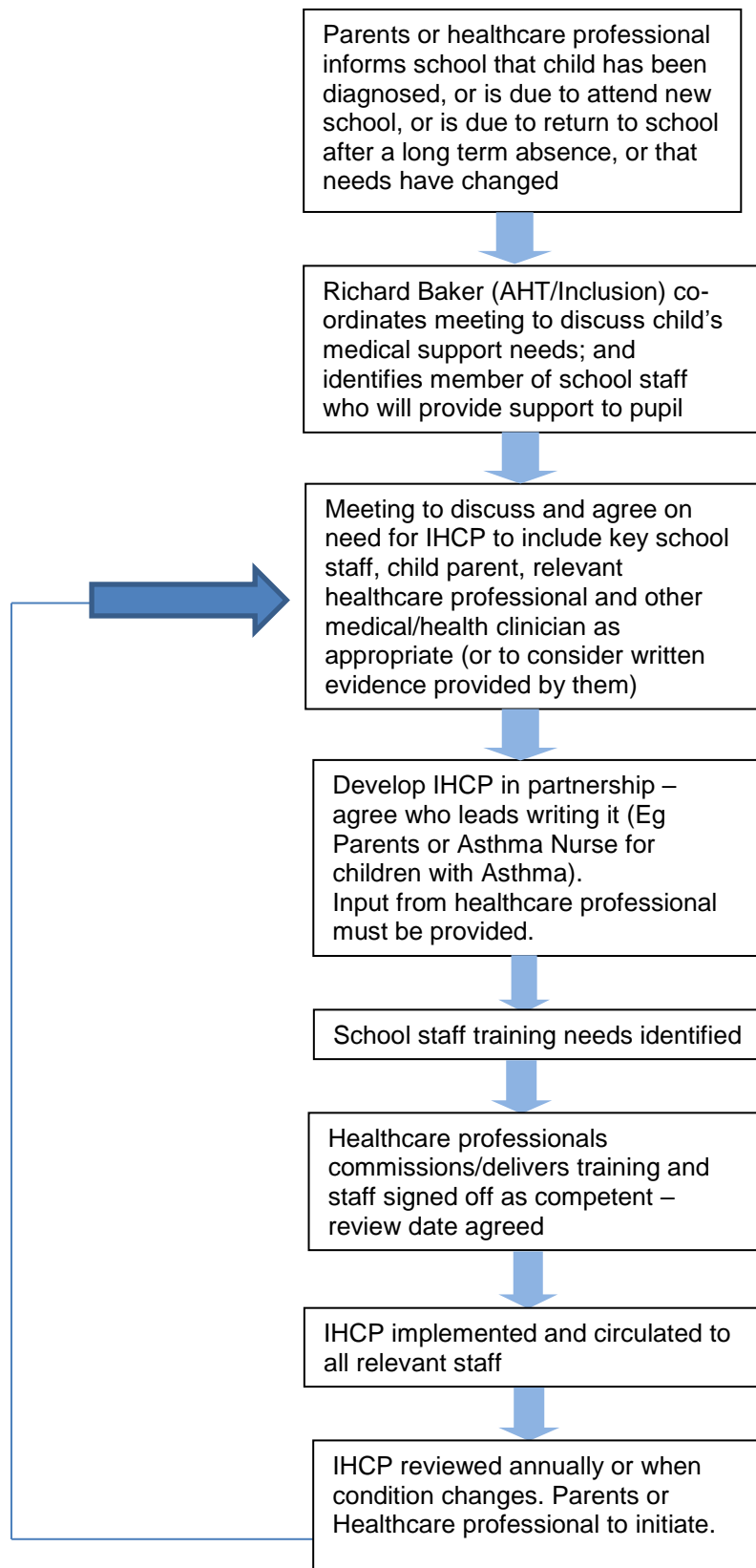
- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (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 or medical room 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/Carers, or otherwise make them feel obliged, to attend Woodlands Academy to administer medication or provide medical support to their child, including with toileting issues. No Parent/Carer 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/Carers to accompany the child.
- No child should be sent home without consulting SLT

## **Complaints**

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the Woodlands Academy's Compliments and Complaints Policy.

## ***Appendix A: Model Process for Developing Individual Health Care Plans***





***Appendix B: Care plan example***

**Appendix C: Hathaway Primary Record of Medicine Administered to an Individual Child**

Parental request for medication to be given to a pupil

Name of Pupil:	Class
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Authorisation of medication by recognised Medical Professional: Prescribed medication – prescription label attached to medicine † Authorisation via letter from GP/medical professional (please attach) † Other (please state):
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Date medication provide by parent/carer	Name of medication & strength	Dose and method	Expiry Date

First aider	Parent/Carer Print Name
Signature (SLT)	
Print Name	Signature

Details of Medication Returned to Parent/Carer	Date
Parent/Carer signature	



## School Asthma Card

To be filled in by the parent/ carer

Child's name

Date of birth

Address

Parent/ carer's name

Telephone – home

Telephone – work

Telephone – mobile

Doctor/nurse's name

Doctor/Nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

Does your child tell you when he/she needs medicine?

Yes  No

Does your child need help taking his/her asthma medicines?

Yes  No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take medicines before exercise or play?  Yes  No

If yes, please describe below

Medicine	How much and when taken

Does your child need to take any other asthma medicines while in the school's care?  Yes  No

If yes please describe below

Medicine	How much and when taken

**Reliever treatment when needed**  
 For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

Expiry dates of medicines checked

Medicine	Date checked	Parent/carer's signature

What signs can indicate that your child is having an asthma attack?

Parent/carer's signature	Date
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

**Dates card checked by doctor or nurse**


Date	Name	Job title	Signature

**What to do in an asthma attack**

- 1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer
- 2 Sit the child up and encourage them to take slow steady breaths
- 3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs
- 4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes repeat step 3.

**The Asthma UK Helpline - Here when you need us**  
 0800 121 62 44 [www.asthma.org.uk/helpline](http://www.asthma.org.uk/helpline)  
 9am–5pm, Monday–Friday

[www.asthma.org.uk](http://www.asthma.org.uk)



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**Appendix F: Administer Medication Procedure – White Folder**

**Medication Definition: Any medication that includes Asthma inhalers; must have prescription label.**

**Staff administering medicines should do so in accordance with the prescriber’s instructions.**

Parents must fill the consent form that needs to be countersigned by a member of the SLT. This form shall be kept in the front of the white ringbinder for all staff that are on duty in the medical room to see.

Child to have any medication/Asthma pump will come to medical room. Staff must check the consent form against medication to ensure they are administering the correct medication to the right child.

Staff are to log all medicines administered to individual children, stating what, how and how much was administered, when and by whom; these must be recorded in their class log sheet.

Any side effects of the medication to be administered at the school should be noted. Staff must sign after every dosage has been noted (see example below)

At the end of the day medication must be signed for by the parents as a receipt of them getting it back. The consent form must then be filed in the correct class section behind the medication log.

Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed:

***Appendix D: Woodlands Academy's Record of Medicine Administered to all Children***

Class:

Date	Child's name	Time	Name of medication	Dose given	Any reactions	Staff Signature	Print name
17/10/14	Xxxxxxx	12.45	Penicillin	5ml x1	none	Staff Signature	Staff Initials
17/10/14	xxxxxxx	2.45	Salbutamol (inhaler)	2 puffs	none	Staff Signature	Staff Initials