

# Stewards Academy

Parnall Road

Harlow

Essex

CM18 7NQ



<b>POLICY NAME</b>	Pupils with Medical Conditions Policy			<b>POLICY NO.</b>	
<b>EFFECTIVE DATE</b>	15 <sup>th</sup> June 2022	<b>DATE OF LAST REVISION</b>	15 <sup>th</sup> June 2022	<b>VERSION NO.</b>	6
<b>REVIEW FREQUENCY</b>	Annual				
<b>ADMINISTRATOR RESPONSIBLE</b>	SENDCO		<b>CONTACT INFORMATION</b>		
<b>APPLIES TO</b> apply group names to define applicable areas of staff					
<b>GROUP 1</b>		<b>GROUP 2</b>		<b>GROUP 3</b>	
<b>GROUP 4</b>		<b>GROUP 5</b>		<b>GROUP 6</b>	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Staffing and Personnel	17 <sup>th</sup> October 2016	Approved	SENDCO
2	SENDCO	September 2017	Reviewed	SENDCO
3	Full Governing Body	12 <sup>th</sup> June 2019	Reviewed and Approved	SENDCO
4	Pupils and Curriculum	4 <sup>th</sup> June 2020	Reviewed	SENDCO
5	Full Governing Body	10 <sup>th</sup> June 2020	Approved	SENDCO
6	Full Governing Body	15 <sup>th</sup> June 2022	Approved	SENDCO

## **Introduction**

The Governors at Stewards Academy recognise their duty in ensuring that arrangements are in place to support pupils with medical conditions. The guidance contained within this policy will ensure that pupils with medical conditions are able to access and enjoy the same opportunities as other pupils within the Academy. It further aims to ensure that pupils with medical conditions receive appropriate care and support, whilst attending the Academy, as it is recognised that many medical conditions can affect quality of life and may be life threatening. This policy will provide pupils, parents and carers with the confidence that staff at Stewards Academy can and will provide effective support to those pupils affected by a medical condition.

This policy was developed in line with the Department for Education's guidance released in August 2017 'Supporting Pupils at School with Medical Conditions' (to be reviewed as necessary). It should be read in conjunction with the following school policies: SEND Policy / SEN Information Report, Child Protection Policy, Off-site visits policy and the Complaints Procedure.

## **RESPONSIBILITIES**

### **Governors**

The Governing Body are responsible for ensuring that this policy is implemented effectively within the Academy. They are responsible for naming a person, employed by the Academy, who has overall responsibility for the policy implementation. It has been agreed that the SENCO will have overall responsibility for implementing this policy.

This person will be responsible for ensuring that

- Sufficient staff are suitably trained
- All relevant staff are aware of an individual pupil's condition
- Cover arrangements are in place due to staff absence or staff turnover
- Briefing supply teachers
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable.
- Monitoring of Individual Healthcare Plans

### **Headteacher**

The Headteacher will ensure that the Academy's policy is developed and effectively implemented within the Academy and when liaising with parent, medical professionals and other relevant parties. To facilitate this, the Headteacher will ensure that:

- All Academy staff are aware of this policy in relation to supporting a pupil with a medical condition and understand their role in its implementation
- All staff who need to know are fully aware of a pupil's medical condition
- Sufficient trained numbers of staff are available to implement the policy and deliver all individual health care plans, including cover and in emergency situations. This may involve recruiting a member of staff for this purpose.

### **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. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of any

pupils with medical conditions whom they teach. Academy staff will receive sufficient and suitable training and achieve the necessary level of competency before taking on responsibility to support pupils with medical conditions. Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Academy staff have an ongoing responsibility to refer pupils to the Welfare Officer if they have any concerns about a student's health, or the designated safeguarding staff if they have concerns about a pupil's wellbeing.

### **School Nurse and other Healthcare Professionals**

The School Nurse is responsible for:

- Notifying the Academy when a child has been identified as having a medical condition which will require support in school. Where possible, this will be prior to the child starting at the Academy
- Supporting staff with implementing a child's Individual Healthcare Plan and provide advice and liaison, for example on training. It is recognised that the School Nurse will not usually take an extensive role in ensuring that the Academy is taking appropriate steps to support children with medical conditions
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs
- Offering training to local school staff if and where possible.

Community nursing teams also provide a valuable potential resource to a school seeking advice and support in relation to children with a medical condition.

Other Healthcare Professionals including GP's and paediatricians are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that requires support in school
- Providing advice to assist with the development of Individual Healthcare Plans, if required
- Providing support in schools for pupils with particular medical conditions eg asthma, diabetes and epilepsy through specialist local health teams.

### **Parents/Carers**

Parents and Carers are responsible for:

- Providing sufficient and up-to-date information about their child's medical condition
- Fully participating in the drafting, development and review of their child's Individual Healthcare Plan
- Carrying out any action that they have agreed to as part of the implementation of the individual Healthcare Plan eg provide medication, equipment
- Ensuring that they or another nominated adult are contactable at all times.

### **Pupils**

As the individual with the medical condition, the pupil will often be the best person to explain how their condition affects them. As such they should be:

- Fully involved in the drafting, development and review of their Individual Healthcare Plan
- Contributing as much as possible to the development of and comply with, their Individual Healthcare Plan.

Governors and Academy staff recognise that in many cases other pupils attending the Academy will be sensitive to the needs of those pupils with medical conditions.

## **Definitions of Medical Conditions**

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

- Short-term - affecting their participation at school because they are on a course of medication
- Long-term - potentially limiting access to education and requiring on-going support, medicines or care.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some pupils with medical conditions may also have special educational need (SEN) which, in some cases, attract an Educational Health Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice 2015 and the school's SEND policy / SEN Information Report.

## **The role of individual Healthcare Plans (IHCP), and who is responsible for their development, in supporting pupils with medical conditions**

The purpose of an individual medical care plan is to effectively support pupils with medical conditions. They provide clarity about what needs to be done and by whom. They are essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be required (and beneficial in the majority of other cases where medical conditions are long term and/or complex). It should be noted that not all pupils suffering from a medical condition will require an IHCP, this will be decided following the assessment with parents/carers, medical professionals and/or medical evidence.

The Headteacher has delegated the lead responsibility for the drafting, development, writing and implementation of Individual Healthcare Plans (IHCP) to the SENCO. The SENCO will oversee and co-ordinate the development and implementation of provision identified for any pupil who requires an IHCP. The Governors recognise that supporting a child with medical needs is not the sole responsibility of one person and that effective support is achieved through collaborative working with staff, parents/carers, the individual pupil and outside agencies.

In some instances, pupils with a medical condition may be disabled. Where this is the case, the Governing Body must comply with their duties under the Equality Act 2010. Other pupils may also have a Special Educational Need (SEN), been awarded an Education Health Care (EHCP) Plan which brings together health and social care needs, as well as their specific education provision. For pupils with SEN, this guidance should be considered in conjunction with the SEN Code of Practice 2015.

## **Procedures to be followed whenever a school is notified that a pupil has a medical condition**

This procedure also recognises transitional arrangements between schools as well as a review process following reintegration or when a pupil's medical need changes. There may also be occasions where a formal diagnosis has not been agreed or the pupil's medical condition is unclear; however, the pupil still requires a degree of support.

On receiving notification from a parent/carer or healthcare professional that a pupil has a medical condition the following will apply:

- The SENCO will co-ordinate and document a meeting between relevant staff members, healthcare professionals, parents/carers and the pupil as appropriate, to discuss the pupil's medical needs. If a healthcare professional cannot attend or is not required, written evidence provided by them will be used. The purpose of the meeting will be to identify key members of staff who will provide support to the pupil, the type of support required, health and safety

requirements, including PEEP's and specialist equipment. It will also discuss whether the requirements differ for off-site visits and out of school activities.

- If the pupil is transferring from another school, then a representative from that establishment will be asked to attend the meeting or provide written information to support a smooth transition.
- On completion of the meeting an IHCP will be written and agreed by the parent/carer and/or healthcare professional. See appendix A.
- The IHCP will be circulated to all relevant staff and implemented accordingly.
- Where identified, training will be provided by appropriately qualified professionals.
- The IHCP will be reviewed on an annual basis or sooner if the pupil's condition changes. If a review is required due to a change in the pupil's condition, this will usually be initiated by a member of staff, the parent/carer and/or the healthcare professional.

## **Arrangements to support pupils with medical conditions**

### **Communication**

At Stewards Academy, all staff will be made aware of any medical needs that a pupil has. This is completed by:

- Weekly briefings, where minutes are taken. On the same day, these confidential minutes are circulated via e-mail to all staff, ensuring that those not in attendance are also informed.
- Weekly Monday Morning Memo (MMM) is a confidential document which is circulated to all staff and provides information pertaining to pupil welfare.
- IHCP's are securely saved on internal systems which are available to all Academy employed staff. The SENCO advises staff to refer to the file as and when there has been a change or an addition to the IHCP's. The plans are securely available in hard copy format at a central place in the school.
- The school information management system (SIMS) also records detailed information, provided by the parents/carers, on a pupil's medical condition.
- E-mail enables all staff to remain in contact regarding pupils.

### **Staff Support and Review**

The Academy has employed a SENCO who is responsible for overseeing the implementation of provision for pupils with medical conditions, including training. First Aiders are employed to support pupils with any medical issues on a daily basis and the Academy has an additional number of trained first aiders who are available during the day to assist with any medical issues. Governors recognise that a first aid certificate does not constitute appropriate training in supporting pupils with medical conditions so further training will be made available if required, based on the outcome of the IHCP.

Further specific support and information is provided through the:

- Identification and delivery of relevant training to ensure staff are able to support all pupils with any medical condition, enabling them to work collaboratively in supporting pupils in lessons and throughout the school day.
- Policies and procedures in place which ensure staff are aware of what is required of them to support pupils with medical conditions in school.

- Medical protocols for pupils which are annually reviewed, or sooner if necessary, to ensure they are up to date and relevant, identifying the support which is required for individual pupils.

### **Identification and Assessment of Staff Training, Induction and Whole School Awareness**

As part of the development or review of the IHCP any training need is usually identified by the relevant Healthcare Professional and will be agreed with the Academy as to the type and level of training required and how it can be obtained. It will be the responsibility of the SENCO to ensure that the training is undertaken and that it remains up-to-date. The training must be sufficient to ensure that staff are competent and confident in their ability to support the pupil and fulfil the requirements of the IHCP. Some staff may already have some experience or knowledge of a particular condition and this will be identified through a skills audit which forms part of the associate staff PMR procedures, so extensive training may not be required. The HR team keeps records about who has received training and what the training is, including refresher dates as appropriate. On occasions a parent/carer can also advise on the training required and provide specific advice, though they cannot be relied on as the sole trainer. Healthcare Professionals, including the School Nurse can advise the Academy on the proficiency of its staff involved in a medical procedure or in providing medication.

In some instances, it will be necessary for all staff to receive awareness training for a particular condition or medical procedure. In these instances, advice will be sought from the School Nurse or relevant Healthcare Professional to ensure that all medical conditions and/or procedures affecting pupils are fully understood. These sessions will also include preventative and emergency measures to ensure that all staff can recognise and quickly act when a problem occurs.

As part of the induction process when new staff join the Academy, they are provided with information pertaining to the IHCP's of pupils with medical conditions and where the information can be found. At the start of each academic year, all staff are required to attend a training session, which is led by the SENCO and advises all staff on the medical conditions of the new pupils and provides a refresher for those already attending the Academy.

### **Arrangements for Managing Medication in School**

#### **Pupils competent to manage their own health needs and medicines**

Following discussions with parents/carers and the individual pupil, pupils who are competent to do so should be encouraged to take responsibility for managing their own medicines and procedures. This decision will be reflected within their IHCP.

As reflected within their IHCP wherever possible, the pupil should be allowed to carry their own relevant devices – i.e. blood glucose testing kits and inhalers and are able to access their medicines for self-medication quickly and easily. At Stewards Academy all medication is securely stored in the medical room, managed by the First Aiders full time so that pupils who can take their medicines themselves or manage procedures receive an appropriate level of supervision. If it is not appropriate for a pupil to self-manage the First Aider, or in their absence, relevant staff, should help to administer medicines and manage procedures for them.

If a pupil refuses to take medicine or carry out a necessary procedure, Academy staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents/carers should be informed so that alternative options can be considered.

### **Procedures for managing medicines**

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.

No pupil under the age of 16 should be given prescription or non-prescription medicines without their parent/carer's written consent. The only exception is where, in exceptional circumstances, the medicine has been prescribed to the pupil without the knowledge of the parent/carers. In these instances, every effort should be made to encourage the pupil to involve their parent/carers while respecting their right to confidentiality. The Academy has set out the circumstances in which nonprescription medicines may be administered.

A pupil under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor. Before agreeing to administer prescribed aspirin related medications outside the pattern stated by the Doctor the parent/carers must be informed.

Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Any non-prescription medication that is administered must be in accordance with the information contained on the original packaging and as agreed, in writing, by the parent/carers. Parents/carers should be informed if non-prescription medication is being requested more regularly than agreed.

The Academy only accepts prescribed or non-prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. The Academy staff member accepting the medicines need to ensure that the medication:

- Is brought to the school by a parent/carer
- Is in the original packaging from the pharmacist
- Is in date. Note – this must be taken from the blister pack
- Will expire when the prescription ends as the manufactures' expiry date is not valid once the medication is opened.

All medicines are stored safely in a locked cabinet or fridge in the medical room, which is supervised by the First Aider, or in their absence, a relevant member of Academy staff. If the room is left unsupervised it will be locked to restrict access. Pupils know where their medicines are at all times and will be able to access them. Pupils know who holds the key to the storage facility, or can report to Reception if they are unsure. Reception staff are able to call or radio for immediate assistance to unlock the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.

When no longer required, medicines are returned to the parent/carer to arrange for safe disposal. If the parent/carer does not collect the medication, then it will be disposed of by the Academy at the local pharmacist. Sharps boxes are always used for the disposal of needles and other sharps.

A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so and it has been agreed in their IHCP but passing it to another pupil for use is an offence. Monitoring arrangements may be necessary in these circumstances. In all other circumstances, controlled drugs that have been prescribed for a pupil are securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.

Academy staff may administer a controlled drug to the pupil for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. The Academy keeps a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the Academy should be noted on the Academy's record of medicines and on the IHCP if relevant.

### **Recording the receipt and dispensing of medication**

When medication is brought into the Academy the following information must be recorded and include the following:

- The date the medication was received in school
- The name of the person bringing in the medication, usually the parent/carer
- The name of the medication
- The amount of medication that has been supplied to ensure the academy has a record on what medicines are being stored
- The type of medication (tablet, liquid etc)
- The expiry date of the medication or prescription
- The dosage regime as specified by the pharmacist, written instruction from the parent/carer or dosage information as specified on the container.

### **When the medication is administered in school**

When medication is administered to pupils, it will be issued in accordance with the records above. Each pupil who has medicine on site will have an individual medical record of medication issued and this will be completed when medicines are administered. The following information is recorded:

- The date and time that the medication was administered
- What the medication was that was administered, especially relevant if different medication is held for the same pupil
- How much of the medication was administered
- The quantity of medication remaining on site
- Who the medicine was administered by, if by the pupil the name of the supervising adult
- Any relevant comments / actions required / side effects



Pupils taking any medication, including paracetamol and Salbutamol puffers, must report to a trained first aider to ensure that the taking of this medication is recorded. Unless agreed in the IHCP pupils must not just take their medication unsupervised or without this being recorded.

Pupils taking any readings (e.g. insulin levels) must report to a first aider to ensure these levels are recorded. Readings should not be taken without the first aider being present.

### **Emergency Situation**

As part of general risk management processes, the Academy has arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips within and outside the UK.

Where a pupil has an IHCP, it clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the Academy know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a pupil needs to be taken to hospital, staff should stay with the pupil until the parent/carer arrives, or accompany the pupil if taken to hospital by ambulance. The Academy will ensure they understand the local emergency services' cover arrangements and that the correct information is provided for navigation systems.

Academy procedure in case of an emergency:

- Phone a first aider stating the name of the pupil. This will enable the first aider to confirm if they have an IHCP or not. The procedure may differ in the IHCP to that of a general first aid emergency
- If the pupil has an IHCP refer to the emergency procedures stated
- Once the first aider has been notified the adult / pupil will then return to the member of staff to inform them that someone has been called.

For a pupil without an IHCP the following applies

- The first aider to take charge of the situation once they arrive at the scene
- The first aider will assess the scene and if required call an ambulance or nominate a member of staff to do so. In the absence of a first aider, the staff member will call the ambulance if required
- Once the ambulance has been called, the same nominated person will contact the parent/carer
- If parent/carer cannot be contacted, then the first aider or nominated member of staff will travel to the hospital with the pupil in the ambulance and remain there until the parent/carer arrives
- If the pupil is on a school trip, then the visit leader will be responsible for dealing with any situation that occurs, including calling an ambulance. The above procedure to be applied.
- After the incident it must be documented stating the nature of the incident, what happened and how, witnesses, actions and outcome e.g. length of stay in hospital. On completion of the report it will be passed to the SENCO and/or Business Manager to be reviewed and followed up as

appropriate. The report should be completed within 24 hours or preferably by the end of that working day.

### Arrangements for school trips and sports activities

The Governors recognise that no pupil at Stewards Academy should be prevented from participating in school trips and visits including sporting activities as a result of their medical condition.

Teachers within the Academy are aware of how a pupil's medical condition will impact on their participation in any off-site activity, so will allow enough flexibility within the activity to enable all pupils to participate according to their own abilities and with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.

Teachers will consider what reasonable adjustments must be made to enable pupils with medical needs to participate fully and safely on visits. The visit leader will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parent/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips. Some information will already have been included on the IHCP, including which Healthcare Professionals need to be contacted.

The visit leader will ensure that all pupils' medical records are available prior to the trip departing the Academy. Staff attending the trip will be aware of any medical issues that the pupils have again prior to the trip leaving and of any medication / procedures that will be necessary during the duration of the trip. The staff will receive any training required to ensure that the pupils have the care they require while on the trip.

Any medication required for pupils while on the trip, will be stored in a portable locked container and a nominated person will be responsible for the container. While the trip is in progress, the person administering medication must follow the same procedure as if administering medicines on site and the same records must be completed – see '**when the medication is administered in school**'.

### Unacceptable Practice

Governors recognise that although Academy staff are able to use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, they accept that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parent/carer; or ignore medical evidence or opinion (although this may be challenged)
- Send pupils with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans

- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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 parent/carers, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support to their child, including help with toileting issues
- No parent/carer should have to give up working because the Academy is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parent/carers to accompany the child

### **Insurance arrangements that cover staff for providing support to pupils with medical conditions**

The Governing Body of Stewards Academy has ensured that the appropriate level of insurance is in place to reflect the level of risk.

### **How complaints may be made concerning support provided to pupils with medical conditions, and how the complaints will be handled**

Should parent/carers or pupils attending Stewards Academy be dissatisfied with the support provided they should discuss their concerns directly with the school. In the first instance, please contact the SENCO by telephone or via the school e-mail admin system. If for whatever reason the issue is not resolved, then parent/carers are able to make a formal complaint via the school's complaints procedure.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In the case of academies, it will be relevant to consider whether the Academy has breached the terms of its Funding Agreement 10 or failed to comply with any other legal obligation placed on it. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

### **REVIEWING THE POLICY**

The Supporting Pupils with Medical Conditions Policy will be reviewed on a yearly basis. This will ensure that all contents are up-to-date and relevant. If any major changes to the Medical Care provision occur, the policy will be updated in the interim, throughout the year.