



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Date of Last Review: June 2016

Date of Next Review: June 2018

Responsibility: Mr M. O'Shaughnessy

Advisory Body Signature:



Introduction

This Policy has been updated to reflect the KCSIE September 2016 considerations. Furthermore this policy and subsequent practice fully reflects Children and Families Act 2014 and the statutory duty that this plans on a school to support their students with medial conditions. This Policy also acknowledges “Supporting pupils at school with medical conditions, DFE December 2015 and is anticipating a further review from DFE in July 2017.

Students with mental and physical health conditions should be supported in school so that the student can play a full and active role in school life and that they can be the best they can be.

E21C recognises that medical conditional can be life threatening and impact on a child’s ability to learn happily and effectively.

Students’ 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

E21C (Education for the 21st Century) has a responsibility for the health and safety of Students in its 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 Students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all Students at the school. This may mean making special arrangements for particular Students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

E21C is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that Students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone (see exclusions policy and admissions policy). However, teachers and other school staff in charge of Students have a common law duty to act ‘in loco parentis’ and must ensure the safety of all Students

in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the Community Nursing Team, Health professionals and the child's GP in addition to the information provided by parents/carers in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Aims of E21C

Every student with a medical condition is different and should be treated as an individual and the same condition does not always require the same treatment.

- To support Students with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for Students who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual Students, it is unacceptable to:

- Prevent students from accessing their medication.
- Assume every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents / carers; ignore medical advice.
- Prevent students with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise students for their attendance record where this is related to a medical condition

- Prevent students from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents / carers to administer medicine where this interrupts their working day.
- Require parents / carers to accompany their child with a medical condition on a school trip as a condition of that student taking part.

Entitlement

E21C is an inclusive School and provides full access to the curriculum for every student wherever possible. We believe that Students 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 Students with medical needs, as follows:

Employees may: -

- Choose whether or not they wish to be involved in providing care
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of Students with medical conditions

Expectations

It is expected that:

- Parents / carers will inform school of any medical condition which affects their child.
- Parents / carers will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents / carers will ensure that medicines to be given in school are in date and clearly labelled
- Parents / carers will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the students condition, its management and implications for the school life of that individual

E21C will endeavour to ensure that, where appropriate, students are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the Student

Transitional arrangements between schools will be completed in such a way that E21C will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare.

Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Insurance

The Governing Body of E21C ensures that an appropriate level of insurance is in place and reflects the level of risk presented by students with medical conditions.

Information

Students with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, made available to staff who work with the student.

Students with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible to all who need to refer to them, while preserving confidentiality, and all adults dealing with the student will have their attention drawn to this information.

The level of detail within the plan will depend on the complexity of the child's condition and the level of support needed.

All other medical conditions will be noted from students SIMs records and this information will be provided to class teachers annually.

In an emergency

In a medical emergency, designated teachers have been appropriately trained to administer emergency first aid if necessary. 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 student's date of birth, address, parents' names and any known medical conditions.

Students will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose.

Parents / carers will be called in a medical emergency, but do not need to be present for a student to be taken to hospital.

Administration of medicines

Only essential medicines will be administered during the school day.

Parents / carers 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.

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 student, must check that the dosage they are giving is correct, and that written permission has been given. Any student refusing to take medicine in school will not be made to do so, and parents / carers will be informed about the dose being missed.

All doses administered will be recorded in the Administration of Medicines book (located in Student Services / medical room).

All medicines will be stored safely.

Some medicines (inhalers, etc) will be carried with the student, for ease of access during outside activities.

All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in Student Services / Medical Room. Access to these medicines is restricted to the named persons.

Epi-pens are kept in designated lockable cupboards in Student Services / Medical Room. In the case of Epi-Pens all staff have access.

Staff will record any doses of medicines given in the Medicine book.

Students self-administrating asthma inhalers do not need to be recorded.

All inhalers should be marked with the student's name.

All students with an inhaler must take them on educational visits, however short in duration.

When no longer required, medicines should be returned to the parent / carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and others sharps.

School will maintain an employer's asthma inhaler.

Epi-pen

- Any member of staff can administer an epi-pen in an emergency.
- The pen (cap off) should be pushed against the child's thigh, through clothing if necessary.
- The pen should be held for a count of 10 seconds before being withdrawn.
- Ambulances must be called for a student who requires an epi-pen.
- Parents / carers should be contacted after this call has been made.

Staff

School first aiders (full certificate) are identified around the school and in Student Services.

We have a dedicated first aider, based in Student Services, who is responsible for the administering / monitoring of first aid, medication and act as 'first call' for all

incidents. At all times adhering to first aid training and health and safety requirements.

The dedicated first aider is responsible for recording / keeping accurate records, including writing Risk Assessments / Accident Reports and keeping the schools management information system up to date.

All staff who are required to provide support to students with medical conditions will be trained by qualified healthcare professionals. Training needs will be identified and updated as appropriate. Training will be sufficient to ensure all staff feel competent when supporting students with medical conditions.

Complaints

Should parents / carers be unhappy with any aspect of their child's care at E21C, they must discuss their concerns with the school. This will be with the Director of Learning in the first instance, with whom any issues should be managed.

If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher.

In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the E21C Complaints Procedure.