

# Supporting Pupils with Medical Needs

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## CONTENTS

	TOPIC	PAGE NUMBER
1	Aims	3
2	Legislation and Statutory responsibilities	3
3	Roles and responsibilities	3
4	Equal opportunities	5
5	Being notified a pupil has a medical condition	5
6	Managing medicines	6
7	Controlled drugs & Emergency medication	6
8	Record Keeping	8
9	Emergency procedures	8
10	Training	8
11	Liability and Indemnity	8
12	Complaints	9
13	Links to other policies	9
	APPENDIX 1	10

	APPENDIX 2	10
	APPENDIX 3	11
	APPENDIX 4	12
	APPENDIX 5	13
	APPENDIX 6	14

## 1.Aims

This policy aims to ensure that:

Pupils, staff and parents understand how our school will support pupils with medical conditions

Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The Academy Council will implement this policy by:

Making sure sufficient staff are suitably trained.

Making staff aware of Pupils' conditions, where appropriate.

Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions.

Providing supply teachers/TAs with appropriate information about the policy and relevant pupils.

Developing and monitoring individual healthcare plans

The named person with responsibility for implementing this policy is Alexandra Orfanou

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on Academy Councils to make arrangements for supporting Pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

### 3. Roles and responsibilities

#### The Academy Council

The Academy Council has ultimate responsibility to decide to support pupils with medical conditions. The Academy Council will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting pupils with medical conditions.

#### The Headteacher

The Headteacher will:

Make sure all staff are aware of this policy and understand their role in its implementation.

Ensure that there is a sufficient number of trained staff available to implement this policy, including in contingency and emergency situations.

Ensure that all staff who need to know are aware of a pupil's condition (medical alert book)

Ensure that systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date

#### Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

#### Parents

Parents will:

Provide the school with sufficient and up-to-date information about their pupil's medical needs.

Ensure that all medication that is sent to school is in date and sealed.

Carry out any action they have agreed to e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

#### Pupils

Pupils with medical conditions (if able) will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions (if able) about their medical support needs and contribute as much as possible. They are also expected to comply with their medication plan.

School nurses and other healthcare professionals

Heron Academy has access to the Evelina London Children's Community Nursing Service, at all times that the school is open. This access provides a direct contact with a nurse at all times, even if the named nurse to support Heron is unavailable. The Evelina London Children's Community Nursing Service provide annual nursing training in person and using the Evelina London's Ocean2sky online training platform. Some health training maybe be provided by Specialist health teams. Pupils emergency care plans are created by the nursing team in conjunction with parents and hospital teams. Some emergency care plans may be created directly by Specialist health teams. Heron Academy liaises with the Evelina London Children's

Community Nursing Service to ensure that the correct procedures are in place as set out in this policy.

#### 4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Medication and administration records will be taken on class trips.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Storage of medication whilst off site: Medication is to be maintained at a steady temperature and secure. The school has a medication room for most of the medication on-site. There are a few pupils whose medication is stored in a locked medical fridge. There will be appropriately trained staff present to administer day to day and emergency medication and copies of relevant documentation will be taken off site to ensure appropriate procedures are followed. A responsible person will be in charge of looking after the locked storage box or bag.

Risk assessments when offsite: Staff to consider what reasonable adjustments we might make to enable pupils with medical needs to participate fully and safely on visits. We 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. We will consult with parents, pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

## 5. Being notified that a pupil has a new medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 1 week, or by the beginning of the relevant term for pupils who are new to our school.

## 6. Managing medicines

Prescription medicines will only be administered at school:

When it would be detrimental to the pupil's health or school attendance not to do so and where we have parents' written consent. Appendix 6

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will check maximum dosages on the medication box/bottle and check the dose according to the prescription label as well as when the previous dosage was taken. Parents will always be informed. Pain relief medication will need to be prescribed and follow the prescribed medication guidance below.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils (if able) will be informed about where their medicines are at all times and be able to access them immediately.

A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a pupil to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual pupil is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

Medicines will be returned to parents to arrange for safe disposal when no longer required and at the end of the school year. This includes non-prescribed medication which is part of a pupil's emergency medication within their care plan.

## 7. Controlled Drugs and Emergency medication

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as Buccal Midazolam and ADHD medication.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia
- Buccal Midazolam for major seizures





Emergency controlled drug Buccal Midazolam will be stored securely overnight in our locked medication room. To ensure that the drugs are easily accessible in an emergency situation one dose will be put in a named individual medical box with the care plan and the medication administration record (MAR) chart. The medical box will be locked in the cupboard; the code is known to all class staff members and first aiders.

The medical box will stay in the room until needed.

All class staff will have access to the code. The code will also be stored in a central register held by the Premises Officer.

Emergency medication for Asthma, diabetes and all other emergency medication will be placed in a named medical box with their care plan and MAR chart and will be kept in the medication room overnight and during the day.

Pupils managing their own needs: Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures, this will be discussed with parents.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed by parents and inform them so that an alternative option can be considered, if necessary.

Storage of staff medication: Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for pupils.

If staff are taking medication which may affect their ability to care for pupils, they should seek medical advice. Staff are required to sign a declaration stating that they have sought and adhered to medical advice regarding their medication and their ability to care for pupils.

Staff medication on the premises must be securely stored, and out of reach of pupils, at all times. All staff have signed a declaration to ensure that their medication is securely stored at all times. Visitors and contractors are also made aware of these requirements.

Unacceptable practice: School staff should use their discretion and judge each case individually, but it is generally not acceptable 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 parents
- Ignore medical evidence, opinion or advice (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.
- If the pupil becomes ill, the school office or family liaison officer will call home. The pupil will be made comfortable until their parent/carer arrives.
- 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 going to the 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 pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their pupil'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 parents to accompany their pupil

Administer, or ask Pupils to administer, medicine in a private place unless in an emergency situation i.e. administration of buccal midazolam.

## 8. Record Keeping

Statutory Requirement: The Academy Council will ensure that written records are kept of all medicines administered to pupil.

Parents will be informed if their child has been unwell at school.

A record of what has been administered including how much, when and by whom, will be recorded on a 'MAR' chart.

## 9. Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). Pupils who are able to and staff who observe pupils will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

School address for emergencies:

Heron Academy  
Heron Road  
Lambeth  
SE24 0HZ

## 10. Training

All new staff will be inducted on the policy when they join the school as part of their induction process. Records of this training will be stored in their personnel file.

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified on an ongoing basis, depending upon pupils. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The school, will lead on identifying the type and level of training required and will agree this with the headteacher. Most training for children with medical needs will be delivered by the Evelina London Children's Community Nursing Service and kept up to date. On occasions where they don't deliver the training, they will signpost the school to the teams that can deliver the appropriate training.

Training will:

Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.

Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff through online training during their induction

### 11. Liability and indemnity

The LSEAT Trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

### 12. Complaints

Parents with a complaint about their pupil's medical condition should discuss these directly with the Assistant Head in the first instance. If the Assistant Head and then the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

### 13. Links to other policies

This policy links to the following policies:

Accessibility plan

Complaints

Health and safety

Safeguarding

Special educational needs information report and policy

## APPENDIX 1

Medication Tracking Chart- example provided on request.

## APPENDIX 2

DfE Templates - Supporting pupils with medical conditions December 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Template A: individual healthcare plan

Template B: parental agreement for setting to administer medicine

Template C: record of medicine administered to an individual pupil

Template E: staff training record – administration of medicines

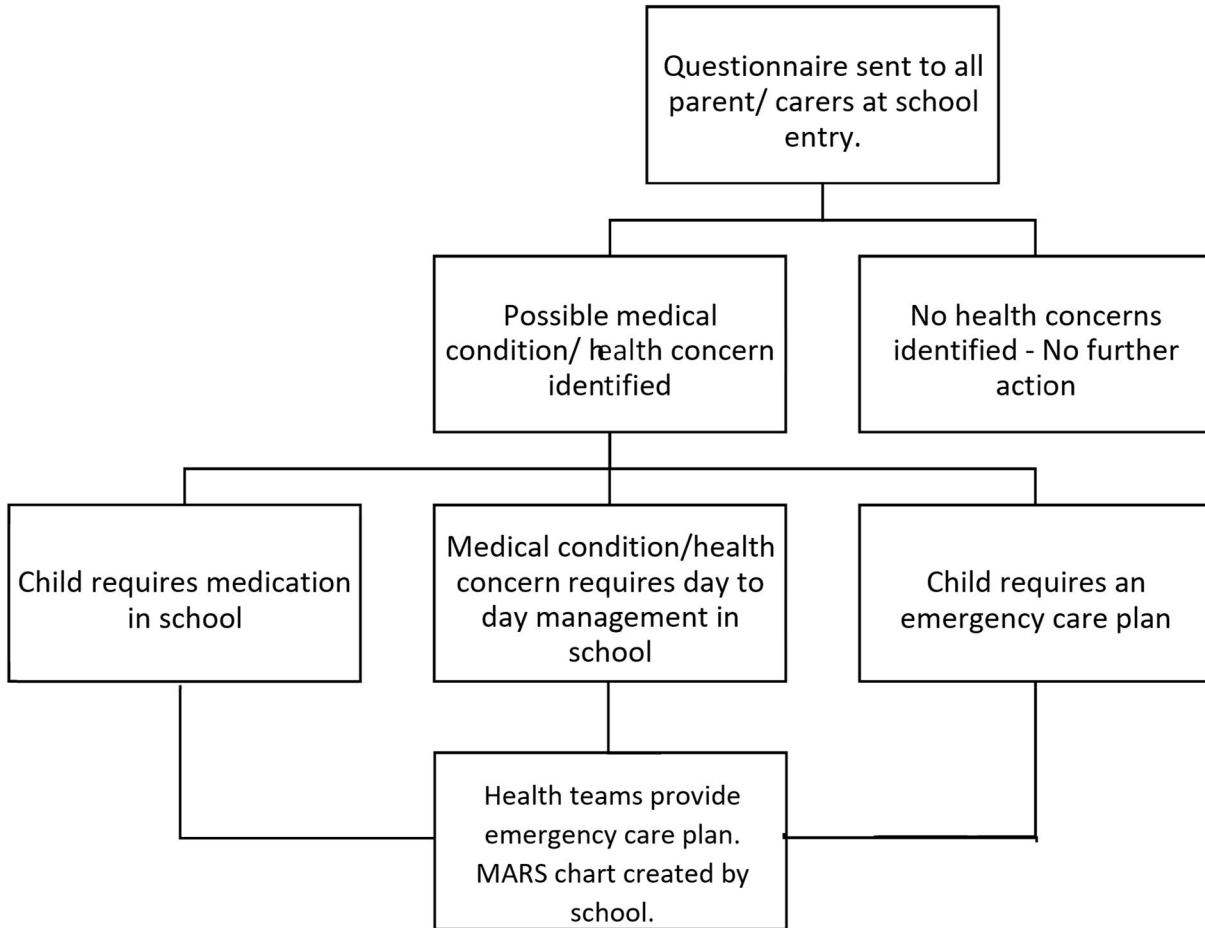
Template F: contacting emergency services

Template G: model letter inviting parents to contribute to individual healthcare plan development

### APPENDIX 3

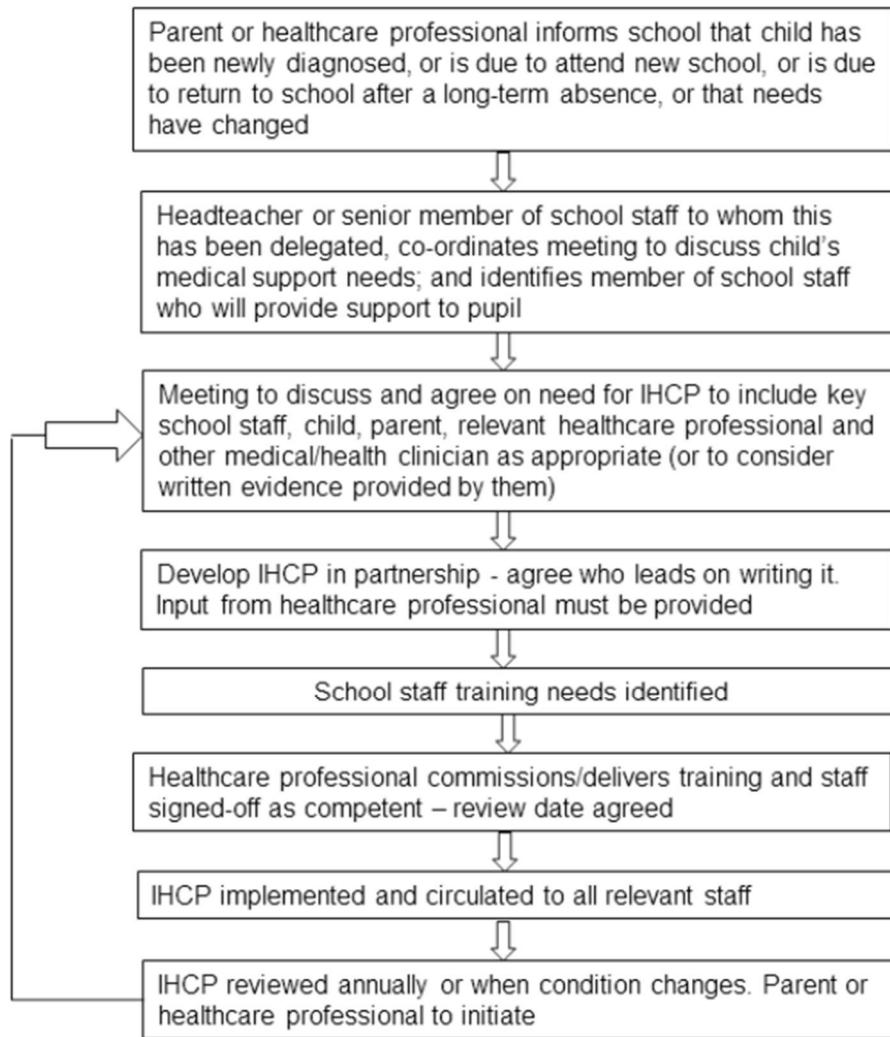
Suggested process for identifying pupil or young people with a medical condition that may require support in school

Not all pupils with a health condition will require a health care plan in school however the form will help schools to ascertain which pupils require support. In addition to this schools may be informed at any other point by a parent or health professional if a pupil is newly diagnosed with a health condition.



### APPENDIX 4

Sample flowchart below from the supporting pupils with medical conditions guidance



School staff training needs identified  
Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed  
IHCP implemented and circulated to all relevant staff  
IHCP reviewed annually or when conditions change. Parent or healthcare professional to initiate.

## APPENDIX 5

### Staff Medical condition

Staff

Name.....  
.....

Please complete table below if applicable. Please Read & sign statement below.

Medical Condition	Do you take medication for this condition?	Action to be taken in emergency situation
1.		
2.		
3.		

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for pupils. If staff are taking medication which may affect their ability to care to pupils, they should seek medical advice. Staff are required to sign this declaration confirming that they have sought and adhered to medical advice regarding their medication and their ability to care for pupils.

Staff medication on the premises must be securely stored and out of reach of pupil at all times NB. Lockers and lockable bags are available on request.

If applicable, staff should ensure that their Team and/or Line Manager are aware of their medical condition and that they know where they store their medication.

Should an emergency arise, in relation to asthma, anaphylaxis or seizure, the care plan guidance, will be put into action.

I will contact my Line Manager should I wish to discuss further management of any medical condition in relation to work.

I confirm I have read & understood & agree to above information

Signed.....  
Date.....

APPENDIX 6

Newly agreed Medication form



Dear Heron Academy,

This is a consent form to confirm that I (parents/guardian) agree that the following medication can be given in school.

The medication is for:

Reason for medication \_\_\_\_\_

Medication name \_\_\_\_\_

Dose  
\_\_\_\_\_

When should it be administered? \_\_\_\_\_

If this medication is only administered during crisis a member of the SLT team will call you on the day to verify and obtain verbal consent.

Signature of Parent/Guardian:

Date:

SLT acknowledgement signature:

Date