



# Supporting Pupils and Pupils with Medical Conditions Policy (2018)

*To be reviewed Autumn Term 2020*

## 1. Rationale and Aim

This policy explains our approach to supporting pupils with medical conditions in our Academy. At Robert Bloomfield Academy (RBA) some of our children and young people will have medical conditions that require support and we want to do this so that they can have full access to education.

## 2. Policy

- Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies of Academies to make arrangements for supporting pupils at their school with medical conditions.
- Some children with medical conditions may be disabled. Where this is the case we comply with the Equality Act 2010.
- Some may also have Special Educational Needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan. Our SEND policy sets out support for pupils with SEN.
- This policy is written in conjunction with the DfE document “Supporting pupils at school with medical conditions”, Aug 2017.

## 3. Procedure

Implementation of the policy by a named person

- At RBA the named person with responsibility for day to day implementation of this policy is the Medical Coordinator. This person is responsible for ensuring that all staff are suitably trained.
- All staff will be made aware of a child’s condition through their Health Care Plan, and medical needs lists. Staff are made aware via the Inclusion Booklet that is issued and signed for on the first training day of the year.
- There will always be a number of trained first aid staff in the Academy to ensure adequate cover in the case of staff absence. These staff will be aware of pupils and their medical conditions.
- Any supply or cover teachers in the Academy will be made aware (via Class Charts and the Inclusion booklet) of the medical conditions of pupils that they will be teaching during their time in the Academy.
- The named person at RBA will support staff in planning educational visits and school trips involving pupils with medical conditions, working with the EVC to ensure that appropriate risk assessments are drawn up.

Notification that a pupil has a medical condition

- Parents should inform the Academy of any medical conditions that their child may have.
- This information will be recorded on the new starter form and passed on during the transition process. Meetings will take place between the persons responsible.
- The information will be recorded on the pupil file, and added to the Medical Needs Register.

Healthcare Plans (see Appendix 1)

- When a child has a medical condition that requires support in school a health care plan

will be created and it must contain the following (taken directly from government statutory guidance, Aug 2017): Depending on the severity of the condition the plan will be written by the school nursing team, RBA first aid coordinator or a combination of both.

- 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 corridors, 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 exams, 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 Academy needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Principal 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 parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

They will be reviewed annually in consultation with healthcare professionals, parents, the child and Academy staff. Where a child has SEN and an EHC plan, the healthcare should be linked to or be part of EHC plan.

#### Roles and Responsibilities

- The Governing Body of RBA is responsible for making sure that this policy is developed and implemented. They are to ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- The Principal of RBA is responsible for implementing the policy. They are to ensure that all staff are aware of the policy and that staff are aware of pupils conditions, recruiting staff as needed and providing training. They should ensure that there is sufficient insurance in place.
- Academy Staff may be asked to support pupils with medical needs, although they cannot be made to do so. They should be sufficiently trained to undertake the duties. All RBA staff should know what to do should a child with a medical condition require help and can be found in the Inclusion Booklet.
- School nurses notify RBA when a child has been identified as having a medical condition which will require support in school and will write the healthcare plans. RBA will also notify school nurses of any changes in medical conditions that are pertinent to the healthcare plan.
- Pupils should be fully involved in the process supporting their needs, and should contribute as much as possible to their healthcare plan. Children who are competent in managing their own needs should be encouraged to do so, including managing their own medication and

procedures. All medication other than diabetes and asthma medication is kept in the medical room. If a child is deemed competent to self-manage then this is encouraged but they still need to visit the medical room to get their medication and to ensure it is documented.

- Parents should provide the Academy with up to date information about their child's needs.
- The Medical Records will be monitored by the Vice Principal on a fortnightly schedule to identify any health and safety concerns, the Medical Coordinator flags to Vice Principal potential H & S issues as they arise. The Medical Coordinator also highlights any frequent pupil visitors to the medical room.

### 3.1. Staff Training and Support

- The member of staff responsible for pupils with medical conditions will review the needs of pupils in the Academy and make a judgement on the training that is required for staff, they will then commission the training from relevant healthcare professionals.
- Any member of staff being asked to support a pupil with medical needs will be given appropriate training.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.
- Whole school awareness training will be provided as required throughout the year (This may relate to specific actions related to Diabetes, Epi pens or Midazolam or more generic medical information that needs to be disseminated to staff).

### 3.2. Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- The designated First Aid Coordinator will undertake training in the administration of medicines. In their absence a nominated first aider will take on the role of administering medication.
- Parent/carers of pupils with long term conditions requiring medication during the Academy day must inform the Academy in writing by completing a Health Care Plan, (Appendix 1), and an Administration of Medicine Consent Form Appendix 2; which are available from the designated First Aid Coordinator and the RBA website.
- Parent/carers of pupils requiring prescribed medication over a short period must inform the Academy in writing by completing an Administration of Medicines Consent Form, (Appendix 2); which is available from the designated First Aid Coordinator and the RBA website.
- Where a child is on prescribed medication to be taken three times or fewer per day, this should be done by parents out of school time. The schools will only administer prescribed medication that is to be taken four or more times per day
- In relation to more complex treatment, such as in the management of diabetes for example, the Academy may ask the parent to help administer such medication and treatment initially until RBA staff have received training from the specialist nursing team.
- Parents will be informed of the above procedures when the Academy are informed of medical conditions by parents or school nursing team.
- Prescribed medication will only be given if it is in the original container from the pharmacy, clearly stating pupil name, D.O.B. name of medication and dosage to be administered. It must be in-date.
- Epi-Pens should be in a plastic container which is clearly labelled with pupil's name, D.O.B & should contain the School Care Plan, (Appendix 1). When an Epi Pen is prescribed an NHS care plan will be provided by a hospital doctor or school nurse.
- Medications for the control of asthma, diabetes and allergies may be carried by pupils

themselves, but must be used in a safe and responsible manner. Emergency supplies will be stored in the designated Medical Coordinators room and be accessible at all times.

- Parent/Carers are responsible for medications being delivered to the Academy and collecting unused medication at the end of treatment.
- Prescribed medicines in the controlled drugs category, will be held by the designated First Aid Coordinator in a locked, non-removable cabinet in the designated First Aid Coordinators room.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- The designated First Aid Coordinator will keep accurate records of all medications administered, and will inform parent/carers of any reactions to medication.
- The Academy will ensure that staff accompanying trips and visits are aware of any pupils needing medication, and will be advised by the designated First Aid Coordinator to speak with parent/carers prior to the visit.

#### Administration of pain relief and allergic relief (hayfever)

- Pain relief medication will only be administered following consent from parent/carers. This can be using Administration of Medicines Consent Form, (Appendix 2), or via e mail or telephone call using set protocols. If parents have not completed a consent form, then we can take instruction from a letter or a note in the diary that normally accompanies the medication (if this is unclear then the Medical Coordinator will phone parents to clarify). The consent is sent home with the child for them to complete and return in order for the Academy to administer the medication the next day.
- Pupils will never be offered Aspirin
- If pupils have a headache or stomach cramps due to menstrual cycle then the Medical Coordinator will call parents/carers and asked them to come to school to issue pain relief.
- Pupils will only be offered Paracetamol as part of a care plan or if a parent/carer has sent in a temporary request.
- The designated Medical Coordinator will ensure no other medications containing paracetamol have been taken by student on the day.
- The designated First Aid Coordinator will keep accurate records with pupil name, D.O.B; Tutor Group, Time and dose taken.
- The designated First Aid Coordinator will sign Administration of Pain Relief form, (Appendix 2 & Appendix 3), and request student to countersign.
- Allergic relief (piriton) will only be administered following consent from parent/carers. This can be using Administration of Medicines Consent Form, (Appendix 2), or via e mail or telephone call using set protocols. If parents have not completed a consent form, then we can take instruction from a letter or a note in the diary that normally accompanies the medication (if this is unclear then the Medical Coordinator will phone parents to clarify). The consent is sent home with the child for them to complete and return in order for the Academy to administer the medication the next day.

#### Emergency Salbutamol and Epi pens

- In line with the Department for Health "Guidance on the use of emergency inhalers in schools<sup>1</sup>" RBA will keep an emergency Salbutamol inhaler for those pupils with a diagnosis of asthma and an existing prescription for salbutamol.
- 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.
- This information should be recorded in a child's healthcare plan

- In line with the Department for Health “Guidance on the use of emergency Epi Pens in schools<sup>1</sup>” RBA will keep an emergency Epi Pen for those pupils with a diagnosis of a condition that needs treating by an Epi Pen.
- The emergency Epi Pen should only be used by children who have been diagnosed with a condition that requires treatment with an Epi Pen and have been prescribed an Epi Pen. Parental consent for use of the emergency EpiPen must be given.

#### Emergency Procedures and head bumps

- The individual healthcare plan will clearly state what needs to be done in an emergency.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until a parent arrives to take them to hospital or accompany them in the ambulance.
- In all cases of bangs to head that are reported to the medical room the pupil will be assessed by the medical team and if deemed fit to return to class the medical team will issue the pupil with a ‘head bump letter for their parents/carers as well as a yellow wrist band to wear that will be used to inform staff about the head bump.
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#### Trips, Visits and Transport

- We will actively support all pupils with medical conditions to enable them to take part in the full range of trips, visits, sporting activities and events organised in RBA. Please refer to specific guidance regarding Epi Pens, diabetes and other medication in the Educational Visits and Trips Policy.
- Group leaders and supervisors must be made aware of medical needs and how it will impact the activity, with appropriate risk assessment being put in place. Staff should follow Central Bedfordshire Policy on Education Visits and Journeys.
- It may be helpful to notify the school transport providers about a child’s medical needs and plan will clearly state what needs to be done in an emergency.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until a parent arrives to take them to hospital or accompany them in the ambulance.

Unacceptable Practice (taken directly from statutory guidance, 2017) 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 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with 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.

#### Handling Complaints

- The RBA Complaints Policy sets out the process that needs to be followed to pursue a complaint.

#### **4. Monitoring and Evaluation**

The effectiveness of this policy will be monitored and evaluated through ongoing self-evaluation and analysis of the outcomes of pupils with medical conditions, including attendance rates, achievement profile and involvement in school life.

#### **5. Implementation and Review**

This will be implemented by the members of staff in RBA with responsibility for first aid and pastoral care.

This policy will be made known to all staff, parent/carers, pupils and other stakeholders via the RBA website.

This policy will be reviewed by the RBA Governors every two years.

#### **6. Author and Date**

Author: Steve Fox (Vice Principal)  
Date: December 2018

Approved by: Main Governing Body

## Appendix 1 – The RBA Health Care Plan

<b>RBA HEALTH CARE PLAN</b>	
Student name	
Date of Birth	Tutor Group
Home address	
Name of Medical Condition	
Date plan started	Review Date
Parent/Care Name	
Relationship to Child	
Home phone No.	Work Phone No.
Mobile Phone No.	Email Address
Other parent/carer and relationship to child (2 <sup>nd</sup> Contact)	
Home Phone No.	Work Phone No.
Mobile Phone No.	Email Address
Name of Clinic or Hospital	
Phone no. of clinic or Hospital	
GP Name and practice address	
GP Phone No:	

Describe medical needs and child's symptoms

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Daily care requirements (eg sport/lunch)

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Describe what constitutes an emergency for your child

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Follow up care:

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Who is responsible in an emergency (state if different for off-site activities)

This form is to be completed with the young person, parents, the school and other health professionals and is kept securely in school, both electronically and as a hard copy. This information may be shared with other professionals in the best interests of the health of the young person.

Signed Parent:

Date:

Print Name:

Signed Young Person: Print

Date:

Name:

Signed on behalf of the school:

Date

Print Name:

Describe what constitutes an emergency.

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**Appendix 2**

<b>ADMINISTRATION OF MEDICINE CONSENT FORM</b>
Pupil's Name
D.O.B
Tutor Group
Name of medicine
Strength of medicine if appropriate
How much to give (i.e. dose)
Time to be given
Any other instructions
Phone No. of parent/carer
<i>Tick appropriate box</i>
Medicine to be left at School
Medicine to be taken home each day

**Note: Medicines must be in the original container as dispensed by the pharmacy**

In consideration of the Principal or the Academy staff agreeing to give medication to my/our above named child during school hours, I/we agree to indemnify the Principal, Academy staff and Local Education Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of negligence of the Principal, Academy staff or the Local Education Authority.

Parent/Carer's signature \_\_\_\_\_ Date. \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each.

Date									
Time									
Sign									

**Appendix 3**

**RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD (CONTINUED)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff Initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff Initials			

Date			
Time given			
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