

Re-approved: July 2016

Review Date: June 2017

Policy Title	Supporting Pupils with Medical Conditions
1. Purpose	<p>Section 100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.</p> <p>Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.</p> <p>The purpose of this policy is to set out how Trinity Academy will exercise its responsibilities in respect of this statutory duty.</p> <p>The policy has been developed in line with the Department for Education's guidance "Supporting pupils at school with medical conditions" (September 2014). It should be read in conjunction with the Academy's SEND policy.</p>
2. Summary	<p>Trinity Academy will seek to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.</p> <p>Definition Pupils' medical needs may be broadly summarised as being of two types:</p> <p>(a) Short-term, affecting their participation in school activities which they are on a course of medication.</p> <p>(b) Long-term, potentially limiting their access to education and requiring extra care and support.</p>
3. Aims	<p>The overarching aim of this policy is to provide clear guidance for staff, pupils and parents/carers as to how the Academy will support pupils with medical conditions.</p>
4. Objectives	<ul style="list-style-type: none">• To develop and implement appropriate arrangements in order to support pupils with medical conditions.• To ensure that all pupils with medical conditions are able to participate fully in all aspects of school life, including educational visits and physical education.

	<ul style="list-style-type: none"> • To work in partnership with parents/ carers to ensure that the needs of their children are met. • To consult with health and social care professionals to ensure that the needs of children with medical conditions are effectively supported. • To ensure that staff are provided with the appropriate information, support training and to enable them to support pupils with medical conditions. • To comply with the Equality Act 2010 in respect of pupils who have disabilities or special educational needs. • To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support. • To keep, monitor and review appropriate records.
<p>5. Roles and Responsibilities</p>	<p>The Board of Trustees is responsible for ensuring that:</p> <ul style="list-style-type: none"> • The arrangements in place at Trinity Academy are sufficient to meet their statutory responsibilities, • That policies, plans, procedures and systems are properly and effectively implemented. • The level of insurance in place reflects the level of risk. <p>These responsibilities align with the Board of Trustees' wider safeguarding duties.</p> <p>The Head Teacher is responsible for:</p> <ul style="list-style-type: none"> • The day-to-day implementation and management of this policy. • Ensuring that all staff are aware of this policy and understand their role in its implementation. • Ensuring that all staff who need to know are informed of a child's condition. • Ensuring that sufficient numbers of staff are trained to implement the policy and deliver Individual Healthcare Plans (IHPs). • The development of IHPs. • Establishing and maintaining working arrangements with partner agencies. <p>Staff are responsible for:</p> <ul style="list-style-type: none"> • Familiarising themselves with this policy and associated procedures. • Taking appropriate steps to support children with medical conditions. • Taking account of the needs of pupils with medical conditions in lessons. <p>Parents and carers are responsible for:</p>

	<ul style="list-style-type: none"> • Completing a parental consent form to administer medicine or treatment before bringing medication into the Academy. • Participating in the development, implementation and regular reviews of their child's IHP. • Providing the school with the medication their child requires and keeping it up to date. <p>Pupils are responsible for:</p> <ul style="list-style-type: none"> • Providing information on how their medical condition affects them. • Contributing to, and complying with, their IHP
<p>6.Implementation</p>	<p><u>Training of staff</u></p> <ul style="list-style-type: none"> • All newly appointed staff will be briefed about this policy as part of their induction. • Only staff members who have undertaken specific training may administer prescription medicines or undertake any healthcare procedures. • The Academy will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy. <p><u>Medical conditions register</u></p> <ul style="list-style-type: none"> • A medical conditions register will be maintained and reviewed by the nominated member of staff. Class teachers will have an overview of the list for the pupils in their care. • Supply staff and support staff will have access on a need to know basis. <p><u>Individual Healthcare Plans (IHPs)</u></p> <ul style="list-style-type: none"> • Where necessary, an IHP will be developed in collaboration with the pupil, parents/carers, Headteacher, SENDCO and medical professionals. • IHPs will be easily accessible to all relevant staff, whilst preserving confidentiality. • IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. • Where a pupil has a SEND Support Plan or an Education, Health and Care plan, the IHP will be linked to it or become part of it. <p><u>Medication</u></p>

- Where possible, unless advised it would be detrimental to health, medication should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- Medication will be administered in line with the Procedure set out in Appendix C.

The role of the child

- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.
- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Educational visits and sporting activities

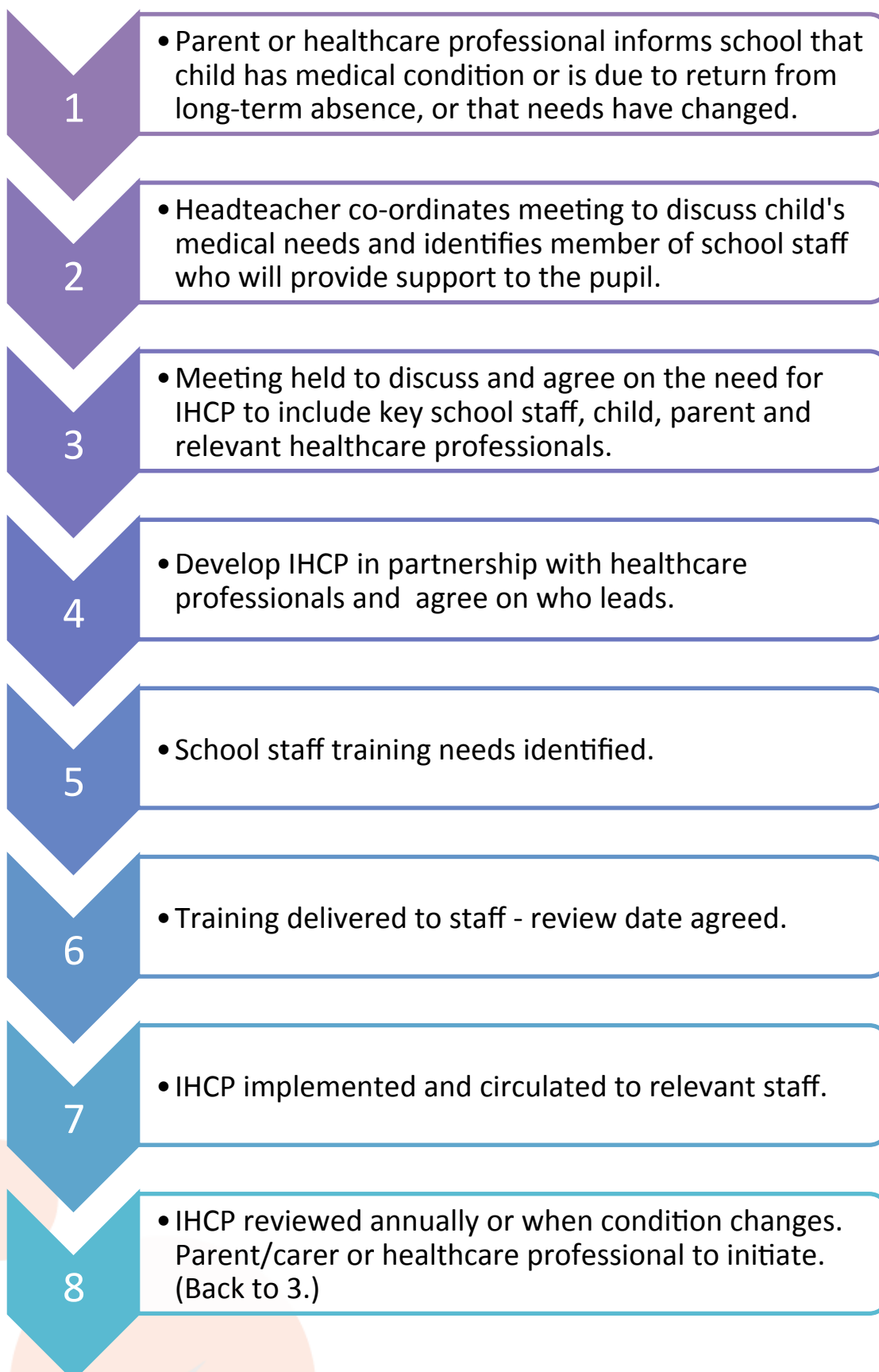
- Arrangements will be flexible enough to ensure pupils with medical conditions can participate in educational visits and sports activities and not prevent them from doing so unless a clinician states it is not possible.
- Risk assessments will be undertaken, in order to plan for including pupils with medical conditions.

Emergencies

- Medical emergencies will be dealt with under the Academy's emergency procedures, which will be communicated to all relevant staff so they are aware of signs and symptoms.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- Where an Individual Healthcare Plan is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency

	<ul style="list-style-type: none"> • If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives. <p><u>Avoiding unacceptable practice</u></p> <p>Trinity Academy understands that the following behaviour is unacceptable:</p> <ul style="list-style-type: none"> • Assuming that pupils with the same condition require the same treatment. • Ignoring the views of the pupil and/or their parents. • Ignoring medical evidence or opinion. • Sending pupils home frequently or preventing them from taking part in activities at school • Sending the pupil to the medical room or school office alone if they become ill. • Penalising pupils with medical conditions for their attendance record where the absences relate to their condition. • Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues. • Creating barriers to children participating in school life, including educational visits. • Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition. <p><u>Complaints</u></p> <p>In the first instance, parents/carers should raise their concerns directly with the Academy. If not satisfied with the response, they should make a formal complaint using the Academy’s Complaints Procedure.</p>
7. Monitoring and Evaluation	Evaluation of the effectiveness of this policy will be undertaken as part of the Academy’s Monitoring and Evaluation Framework, with regular reports provided for the Board of Trustees.
8. Frequency of Review	To be reviewed on an annual basis
9. Approval	
10. Appendices	<p>Appendix A: Process for developing Individual Health Care Plans</p> <p>Appendix B: Contents of an Individual Healthcare Plan</p> <p>Appendix C: Procedure for administering medication to pupils</p> <p>Appendix D: Guidance at a Glance for Staff</p>

Appendix A: Process for Developing Individual Healthcare Plans



Appendix B: contents of an Individual Healthcare Plan

The following information should be considered when writing an Individual Healthcare Plan:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment.
- Testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Who will provide support, their training needs, expectation of their role and confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff or self-administered. Children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision.
- Separate arrangements or procedures required for educational visits or other activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a pupil has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their Individual Healthcare Plan.

Appendix C: Procedure for administering medication to pupils at Trinity Academy

Medicines will 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 that enable them to be taken outside school hours.

When pupils need to take medication in school, parents/carers must complete a medication form. Copies are available from the school office. The following details are required:

- Full name of pupil and date of birth.
- Name of medication and strength.
- Who prescribed it
- Dosage to be given
- Any possible side effects that may be expected should be noted.
- Signature, printed name of parent/carer and date.

Asthmatics, diabetics and those with EpiPens need only submit one form, not for each occasion of treatment being administered.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Prescribed medicines must be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions.

Medicines that do not meet these criteria will not be administered.

No child under 16 years of age will be given medication that contains aspirin without a doctor's prescription.

Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept of any medication administered to pupils.

Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.

All medicines will be placed in a secure location away from other children.

Medicines and devices such as asthma inhalers, blood testing meters and adrenaline pens will always be available to children and not locked away.

Trinity Academy is unable to store medicines that need to be kept refrigerated.

Appendix D: Guidance at a Glance for Staff

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

Do	Do not
<ul style="list-style-type: none"> ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine ✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately 	<ul style="list-style-type: none"> ✗ Give prescription medicines or undertake healthcare procedures without appropriate training ✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions ✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances ✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor ✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers ✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents