



## **SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**



## EPT Document Control

This policy applies to all Education Partnership Trust Schools.

Date of last review	September 2018
Date of next review	September 2020
Policy status	Statutory
Owner	Governing Body/ Board of Directors
Lead Contact	Nicola Graves

**Short-term**, affecting their participation in school activities while they are on a course of medication.

**Long-term**, potentially limit their access to education and requiring extra care and support.

## **School Ethos**

Schools have a responsibility for the health and safety of pupils in their 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 pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case individual procedures may be required.

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

## **Aims**

- To support pupils 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 pupils 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.
- To ensure that training needs are regularly assessed and that any member of school staff providing support to a student with medical needs should have received suitable training. This is an ongoing process dependent on referrals and individuals.

### **Procedure when the school is notified of any medical conditions**

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 School Nurse, health professionals and the child's GP in addition to the information provided by the parents 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, fellow students).

Young people with serious medical conditions will have the description of their condition shared on a confidential basis with staff via Student Passports. These can only be accessed

by staff. All staff dealing with young people with medical conditions which may require emergency attention such as epilepsy or diabetes will be aware of this condition and necessary procedure.

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines given to school are in date and clearly labelled.
- Parents will cooperate in training their children to self-administer medicine if this is appropriate.
- Medical professionals involved in the care of children with medical needs will fully inform staff of the child's condition, its management and implications for the school life of that individual.
- The Heights will ensure that, where appropriate, children are involved in the discussion, management and administration of their medicines and are able to access and administer their medicine if this has been agreed beforehand (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 pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that The Heights will ensure full disclosure of medical information and support needed in good time for the child's receiving school to adequately prepare.

## **Administration of Medicines**

- Medicines will be stored in a locked cupboard or fridge as appropriate.
- Some medicines (inhalers, for example) can be carried by the young person or kept in a classroom for ease of access.
- Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor.
- Parents must submit a written permission slip before any medicine is administered. This is usually done at the interview with pupil and parent prior to admission.
- Medicines to be given during the school day must be in their original container.
- Named staff members will administer medicines and must check in every case that the medicine belongs to the young person, that the dosage is correct and that permission has been given.
- Any young person refusing their medication will not be forced to take it, but parents will be informed and it may result in the young person being taken home if their own, or other pupils' safety, is deemed to be at risk as a result of the missed medication.

## **In an Emergency**

In a medical emergency, some staff are defibrillator trained and aware of where defibrillator machine is kept. If an ambulance needs to be called, staff will

- Outline the full condition and how it occurred.
- Give details regarding the young person's date of birth, address, names of parents/carers and any known medical conditions.

- Students will be accompanied to hospital by a member of staff if appropriate. Parents/carers must always be called in a medical emergency but do not need to be present for a student to be taken to hospital.

### **Arrangements for Students managing own medicines.**

Students are allowed to carry their own medicines in certain circumstances, asthma inhalers, etc. and should be able to access their medicines for self- medication quickly and easily. This arrangement should be in agreement with parents and carers and an agreement signed to this effect at the point that the student starts their placement.

### **Arrangements for students with medical conditions participating in offsite visits, outdoor education and sporting activities.**

- Essential medicines may need to be administered on Educational Visits. A risk assessment will 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.

### **Unacceptable Practice**

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

- Prevent pupils from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers; ignore medical advice
- Prevent pupils with medical conditions accessing the full curriculum, unless specified in their healthcare plan

- Penalise pupils for their attendance record where this is related to a medical condition
- Prevent pupils from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school visit as a condition of that young person taking part.

## **Complaints**

Should parents/carers be unhappy with any aspect of their child's care at The Heights Free School, they must discuss their concerns with the school. Problems should be brought to a member of the leadership team who will bring concerns to the attention of the Headteacher.

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

## **Named People for Administering Medicines**

**Rob Kershaw, Helen Morris, Courtney Evangelista, Charlotte Allen**

**Policy written by  
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