



The Academy at
St James
Aspire, Achieve, Believe

The Academy at St James
Chelwood Drive
Bradford
BD15 7YD
Telephone: 01274 777095

Head of School: Mr Chris Tolson

SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

Reviewed and Approved by:- ATB

Date of meeting:- 14th July 2017

Signature:- Catherine Wilson

Position:- Chair of Governors

Date:- 14th July 2017

Next review date:- July 2019

The Academy at St. James

Supporting Children With Medical Needs Policy

Introduction

Purpose:

The Academy at St James wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting pupils with medical conditions at school".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Aim(s):

- The Academy at St James aims to support any child with medical needs to ensure that their provision is planned for and access and participation of any aspect of school life does not suffer.
- We will always take in consideration the views of the family, parents and child where possible.
- Procedures and policies will be made clear to parents.

Sources and references:

Supporting pupils with medical conditions at school – December 2015

Roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that individual Healthcare Plans can be delivered effectively.

The Academy Trust Board is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of The Academy at St James.

- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA or outsourced provider is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Head of School is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of The Academy at St James.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff, who need to know, aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Supervising the administering of medication.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions.

- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health including Asthma Care Plans.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member supervises the administering of the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Head of School, other staff members and healthcare professionals.

Aspects

Definitions

- "Medication" is defined as any drug or device prescribed by a doctor and dispensed by the pharmacy.
- A "staff member" is defined as any member of staff employed at Academy at St James, including teachers.

Training of staff

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers or teaching assistants who undertake responsibilities under this policy will receive the following training externally:
 - Diabetic training delivered by the Diabetic nurse
 - Epilepsy training delivered by the Epilepsy nurse.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility

- The Business Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- In terms of response medication, children will inform the first aider on duty or classteacher that they have taken the medication and this will be recorded.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored. This will be recorded on the medication register by the supervising adult.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head of School, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality. They will be kept in the Health care file in the office.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. Only medication that is required 4 times a day will be allowed to be taken in the school day.
- Prior to staff members supervising the administering of any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription medicines without written parental consent.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- Medicines MUST be in date, labelled by the pharmacy, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. Any labels that have been altered or that are not prescribed for that specific child will not be accepted by school staff.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. These then become 'prescribed medicine' and are allowed in school. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the lockable fridge or lockable cabinet as appropriate. Response medication will be kept in classrooms and at playtime and lunchtime will be sent to the first aider on duty.
- Any medications left over at the end of the course will be returned to the child's parents to be disposed of. In cases where the medication is not collected then it will be returned to the pharmacy for disposal.
- Written records will be kept of any medication administered to children. All records will be written in ink. Any errors will be shown with... Error made in recording. Should have read... Initialled and dated.
- Pupils will never be prevented from accessing their medication.
- Academy at St James cannot be held responsible for side effects that occur when medication is taken correctly.
- At parent's request, in exceptional circumstances which include period pain, children in Year 5 and Year 6 will be allowed to administer pain relief (suitable for their age) under the supervision of staff. This will be recorded on the response medication sheet and stored in the DHT office.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding unacceptable practice

The Academy at St James understands that the following behaviour is unacceptable:

- 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 school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Teachers who undertake responsibilities within this policy are covered by the school's insurance
- The Academy at St James is covered by Zurich Insurance.
- "ZM will continue to cover liability arising from the provision of incidental medical treatment arising out of the following activities:
 - i) first aid
 - i) administration of prescribed and non-prescribed drugs or medicines,
- Some examples of the treatments that would be deemed to be covered are:
 - Use of EpiPens, use of defibrillators, injections, dispensing prescribed and non-prescribed medicines, application of appliances such as splints and oral and topical medication
 - Cover under ZM public liability policies applies to employees and volunteers and we would expect these individuals to have received appropriate training and to follow any directions given by a medical professional.
 - Cover applies to Insured's normal business activities, it would not apply where medical treatment was provided in a professional capacity to other parties for a fee or under contract."
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head of School.

Complaints

The details of how to make a complaint can be found in the Complaints Policy:

Stage 1 - Complaint Heard by Staff Member

Stage 2 - Complaint Heard by Head of School

Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Concluding notes

Monitoring and review:

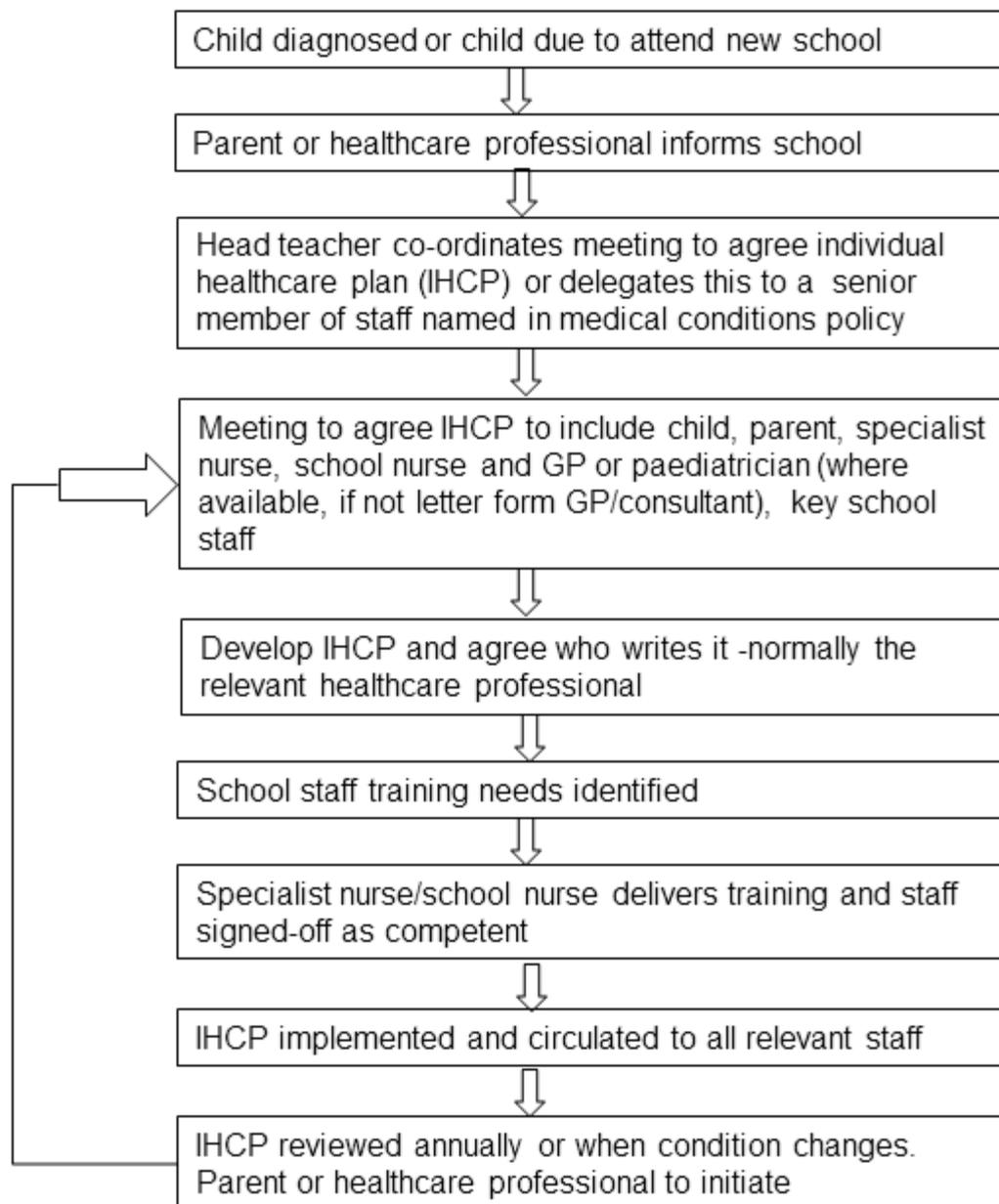
The Head of School will monitor and review the school best practice procedures and completion of records for the administering of medication.

This policy will be reviewed on a 3 yearly basis or earlier if legislation should change.

March 2017

Appendix 1:

Model Process for developing individual healthcare plans.



Appendix 2:

Individual Healthcare Plan (iHCP)

Identification Details	
Name of the child:	
Date of birth:	
Address:	
School id (class, year):	

Medical details	
Medical condition:	
Treatment regime:	
Medication prescribed or otherwise	
Side effects	
Actions to be taken in the event of emergency or crisis:	

Contact details	
Parents/Carers:	
Alternate family contact:	
Doctor:	
Paediatrician:	
Pharmacy:	
Any other relevant Health professional	

Facilities required	
Equipment and accommodation:	
Staff training/ Management/ Administration:	
Consent	
Review and update:	

CONFIRMATION OF THE HEAD OF SCHOOL'S AGREEMENT TO ADMINISTER MEDICATION

I agree that _____ (Name) will receive the following medication
_____ at _____ (time) as you have requested.

Your child will be supervised whilst he/she takes their medication by the following member of staff
_____ or _____.

This arrangement will continue until instructed otherwise by you, the parent/carer.

Each item of medication must be clearly labelled by the parent/carer with the following information:

- Pupil's name
- Date of Birth
- Address
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if necessary)
- Expiry date

The school will not accept medication which is in unlabelled containers.

You have already supplied to us the information in the attached form giving details of your child's medication.

Where your child required several medications you have confirmed that the combined medication has been administered to your child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

Can I remind you that it is your responsibility to ensure the school is informed **in writing** of any changes in your child's medication. The school should also be informed of any other circumstances that may affect the administration of medicine or your child's reaction to that medicine.

Signed _____ Head of School/Deputy Headteacher

I confirm that I will supervise _____ whilst he/she takes their medication.

Signed _____ (Named member of staff)

REQUEST FOR PUPIL TO CARRY AND ADMINISTER OWN MEDICATION

This form must be completed by parents/carers if they wish their child to carry his/her own medication. This medication is kept in the classroom and is accessible throughout the school day.

Pupil's Name _____ Class _____

Address _____

Date of Birth _____

Condition or Illness: _____

Name of Medication _____

Start Date _____ End Date _____

Procedures to be taken in an emergency _____

Contact Information:

Name _____

Daytime Telephone Numbers _____

Relationship to Child _____

I would like my son/daughter to keep his/her medication on him/her for use as necessary and

I confirm that s/he may administer his/her own medicine

Or

I confirm that s/he may administer his/her own medicine but will require supervision

Signed _____ Date _____

Full name (IN CAPITALS) _____

Relationship to Child _____