



The Academy at  
**St James**  
Aspire, Achieve, Believe

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# **SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY**

**Reviewed and Approved by: - Governors**

**Date of meeting: - June 2021**

**Signature: -Ruth Thompson**

**Position: - Ruth Thompson**

**Date: - June 2021**

**Next review date:- June 2024**

# **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 Teacher 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. Staff who administer medication should be First Aid Trained.
- 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 class teacher 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 Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality. They will be kept in the SENDCO office and copies placed in classrooms, staff room and kitchen.
- 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 school office. 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 school office.
- All medicines and medication MUST be taken out with the children when they go out of school. This might be for a day trip or a local walk. If the children leave the building, all medication will be taken with them.

## **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 Teacher

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; **Reviewed January 2020;** **Reviewed June 2021;**

**Appendix 1: Model Process for developing individual healthcare plans.**

**Appendix 2: Blank Health/Care Plan**

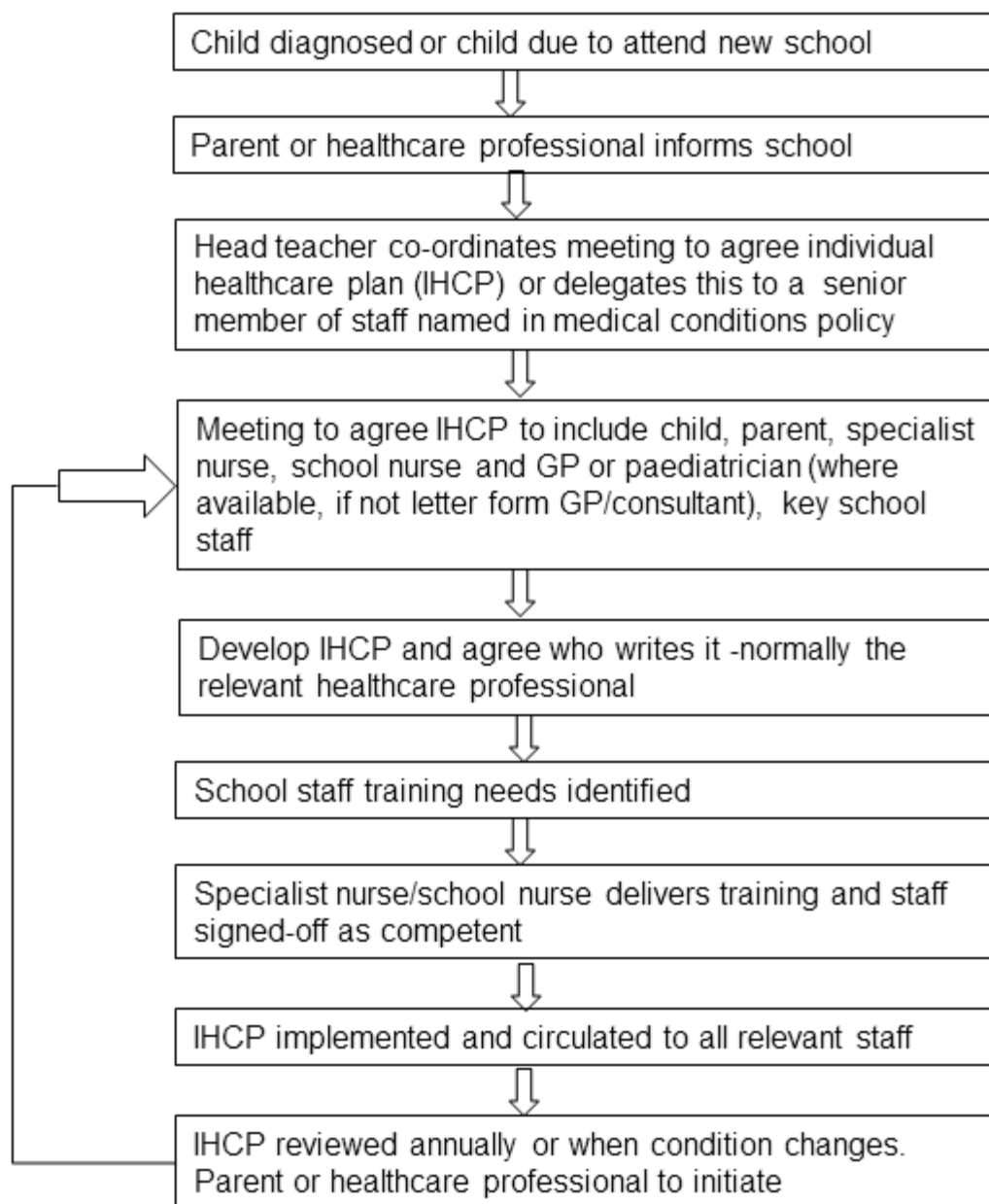
**Appendix 3: Medication Administered List to be completed when ANY medication has been given to a child**


**Appendix 4: Short Term Medication permission form**

**Appendix 5: Long Term Medication permission form**



## Steps to follow when a child needs an individual Health Care Plan



|  |                              |   |  |   |
|--|------------------------------|---|--|---|
|  <p>The Academy at<br/><b>St James</b><br/>Aspire, Achieve, Believe</p> | <p>Health Professionals:</p> | <p><b>Name:</b></p> <p><b>DOB:</b></p>  |  | <p><b>Date:</b><br/><b>September 2019</b></p> |
| <p><b>Individual Health/<br/>Care Plan</b></p>   |                              | <p><b>Parent/Carer:</b></p> <p><b>Address:</b></p> <p><b>Medication:</b></p> <p><b>Key Staff:</b></p> |  |   |
|  |                              | <p><b>Physical, Sensory and Medical Description</b></p>   |  |   |
|  |                              |   |  |   |
| <p><b>Risk</b></p>   | <p><b>Objective</b></p>      | <p><b>Action</b></p>  |  |   |
|  |                              |   |  |   |
|  |                              |   |  |   |

Parents Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

### Register of medicine administered

[illegible]



## Supporting children with medical needs in school, the administration of medicines in school.

Request form for parent / carers to complete if they wish the school to administer medication.

The school will not give your child any medication unless you complete and sign this request form and the Headteacher has confirmed that school staff have agreed to administer the medication, where necessary have received the appropriate training.

### Short Term Medication

#### DETAILS OF PUPIL

|  |                      |
|--|----------------------|
| <b>Surname</b>   |                      |
| <b>Forenames(s)</b>  |                      |
| <b>Address</b>   | <b>M/F</b>           |
|  | <b>Date of Birth</b> |
|  | <b>Class</b>         |
| <b>Condition of Illness</b>  |                      |
| <b>Medication</b>  |                      |
| <b>Name/type of medication (as described on packaging)</b>   |                      |
| <b>How long will your child take this medication?</b>  |                      |
| <b>Date issued</b>   | <b>Expiry Date</b>   |
| <b>Full directions for use</b>   |                      |
| <b>Dosage and amount (as per packaging)</b>  |                      |
| <b>Method</b>  |                      |
| <b>Timing</b>  |                      |
| <b>Special storage instructions (explain if medication should remain in school or returned home daily)</b> |                      |
| <b>Special precautions</b>   |                      |
| <b>Side effects</b>  |                      |
| <b>Self-administration</b>   |                      |
| <b>Action to be taken if pupil refuses to take the medication</b>  |                      |
| <b>Procedures to take in an emergency</b>  |                      |

|  |             |
|--|-------------|
| <b>CONTACT DETAILS</b>   |             |
| <b>Name</b>  |             |
| <b>Daytime Telephone No</b>  |             |
| <b>Relationship to pupil</b>   |             |
| <b>Address</b>   |             |
| <p>I understand that I must deliver the medication personally to the school office and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.</p> <p>I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.</p> <p>I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/ consultant.</p> <p>Each item of medication must be clearly labelled by the parent/carers with the following information:</p> <ul style="list-style-type: none"> <li>• Pupil's name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Name of Medication</li> <li>• Dosage</li> <li>• Frequency of dosage</li> <li>• Date of dispensing</li> <li>• Storage requirements (if necessary)</li> <li>• Expiry date</li> </ul> <p>I confirm that it is my responsibility to ensure that the medicine is in date and to ensure that the school has enough of the medication in school.</p> |             |
| <b>Signature</b>   | <b>Date</b> |
| <b>Full name of parent/carers (IN CAPITALS)</b>  |             |



## Supporting children with medical needs in school, the administration of medicines in school.

Request form for parent / carers to complete if they wish the school to administer medication.

The school will not give your child any medication unless you complete and sign this request form and the Headteacher has confirmed that school staff have agreed to administer the medication, where necessary have received the appropriate training.

### Long Term Medication

#### DETAILS OF PUPIL

|  |                      |
|--|----------------------|
| <b>Surname</b>   |                      |
| <b>Forenames(s)</b>  |                      |
| <b>Address</b>   | <b>M/F</b>           |
|  | <b>Date of Birth</b> |
|  | <b>Class</b>         |
| <b>Condition of Illness</b>  |                      |
| <b>Medication</b>  |                      |
| <b>Name/type of medication (as described on packaging)</b>   |                      |
| <b>How long will your child take this medication?</b>  |                      |
| <b>Date issued</b>   | <b>Expiry Date</b>   |
| <b>Full directions for use</b>   |                      |
| <b>Dosage and amount (as per packaging)</b>  |                      |
| <b>Timing</b>  |                      |
| <b>Special storage instructions (explain if medication should remain in school or returned home daily)</b> |                      |
| <b>Special precautions</b>   |                      |
| <b>Side effects</b>  |                      |
| <b>Action to be taken if pupil refuses to take the medication</b>  |                      |

## Procedures to take in an emergency

### CONTACT DETAILS

**Name**

**Daytime Telephone No**

**Relationship to pupil**

**Address**

I understand that I must deliver the medication personally to the school office and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.

I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.

I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/ consultant.

Each item of medication must be clearly labelled by the parent/carers 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

I confirm that it is my responsibility to ensure that the medicine is in date and to ensure that the school has enough of the medication in school.

**Term 1 Signature**

**Date**

**Full name of parent/carers (IN CAPITALS)**

**Term 2 Signature**

**Date**

**Full name of parent/carers (IN CAPITALS)**

**Term 3 Signature**

**Date**

**Full name of parent/carers (IN CAPITALS)**

