



# Viewley Hill Academy

## Supporting Pupils with Medical Conditions Policy

Approved by the Governors of Viewley Hill Academy on: 17.12.14

Date	Amendment	Signed

To be reviewed annually

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities and for which they are on a course of medication.
- (b) **Long-term**, potentially limiting 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. Viewley Hill Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

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 admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils 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.

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 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, class mates).

## Our 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

## Unacceptable Practice

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

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition

- Prevent children 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 trip as a condition of that child taking part

### **Entitlement**

Viewley Hill Academy provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

### **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- Viewley Hill will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (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 Viewley Hill Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

### **Procedures for Supporting a Pupil with a Medical Condition**

- **Individual Healthcare Plans**

Individual healthcare plans (and their review), may be initiated with the parent, by a member of the school staff (Head Teacher) or a healthcare professional involved in providing care to the child.

Putting together an individual Healthcare Plan is the responsibility of the Head Teacher/SENCO and is done so in partnership. At Viewley Hill Academy this would usually involve the school nurse and wherever appropriate, pupils are involved also. The individual healthcare plan provides clarity about what needs to be done, when and by whom.

Individual healthcare plans are often essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. A healthcare plan is however not always needed and the school, healthcare professional and parent should agree. If consensus cannot be reached, the Head Teacher will take a final view.

A flowchart to support agreeing if a child needs an individual healthcare plan is provided in appendix A. Viewley Academy has an agreed format for an individual healthcare plan which is provided by the school nurse. See appendix B. This can however be adapted to meet the needs of the individual child.

The plan usually includes:

1. The medical condition
2. The triggers, signs, symptoms and treatments
3. The pupil's needs including medication (dose, side effects, storage)
4. Other requirements such as dietary and environmental factors
5. Emergency procedures and contacts
6. Specific support for pupil's education, social and emotional needs
7. Level of support
8. Who will provide the support
9. Arrangements, if necessary, for any trips or activities outside the normal timetable

As part of the process in developing the individual healthcare plan, the school will also consider what training needs will be required and for which members of school staff. This is usually carried out with the school nurse or another healthcare professional as they will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. Where appropriate the child's parent will also be invited to the training session. The Head Teacher is responsible for ensuring that all training is kept up-to-date.

- **Transitional Arrangements**

If a child with medical needs is starting at Viewley Hill Academy at the beginning of the school's academic year, or at the beginning of a term, the Head Teacher, Parent/Carer and School Nurse will meet prior to the child starting in order to ensure that all the relevant information is shared with school.

If they are coming from another school, where possible a member of the child's previous school will be invited to the meeting, or a member of the school's 'Care Team' will go out to the school to collect information. These meetings prior to the child starting the school will support the writing of the child's individual healthcare plan at Viewley Hill Academy.

Other cases, such as a new diagnosis or children moving to a new school mid-term, every effort is made to ensure that arrangements, including an individual healthcare plan are put in place within two weeks.

- **Reintegration**

Where a child needs to be reintegrated into school following a period of hospital education or alternative provision (including home provision), or when a pupil's needs change, Viewley Hill Academy will work with the Local Authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Reintegration back into school will be properly supported so that pupil's with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition, will also be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and general well-being.

- **Day Trips, Residential Visits and Sporting Activities**

When planning a visit or trip, teachers will consider how a child's medical condition will impact on their participation, and ensure there is enough flexibility for all children to participate according to their own abilities and with reasonable adjustments.

Viewley Hill Academy will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments may need to be made to enable children with medical needs to participate fully and safely on visits. Part of this will be done through the carrying out of a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

Any steps/adjustments made will be recorded on the risk assessment and taken to the EVC coordinator/Head Teacher to be signed prior to the visit/activity taking place.

### **Liability and Indemnity**

The Governing Body of Viewley Hill Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. See Commercial Combined policy KSC-242049-2103 with Zurich Insurance, including Health and Safety and Employment support. (policy held by School Business Manager, Jackie Lowe)

### **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

### **In an emergency**

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. This is displayed for all staff in the staff room. Other pupils in the school are also made aware in general terms, such as informing the teacher immediately if they think help is needed.

In a medical emergency, teaching assistants have been appropriately trained to administer emergency first aid if necessary. If possible, the school's First Aiders, Mrs Frost and Mrs Moore, will be asked to attend.

If an ambulance needs to be called, staff will:

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

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Administration of medicines**

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. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may 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.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. 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 doses administered will be recorded in the Medical File (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Business Manager's office. Access to these medicines is restricted to the named persons. Epi-pens are carried by the child who has been prescribed them for use in an emergency.

Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

### **Complaints**

Should parents be unhappy with any aspect of their child's care at Viewley Hill Academy, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Viewley Hill Academy Complaints Procedure.

### **Trained Staff**

**School First Aiders** (full certificate) are:

J Frost - School Administrator (training updated Spring 2012)

S Moore - Parent Support Adviser (training updated Spring 2012)

### **Paediatric First Aid**

S Cook, J Brown, C Tate, G Hewison

### **Emergency First Aid:**

All teaching support staff and lunchtime supervisory staff are emergency one day aid trained (November 2013)

### **Named people for administering medicines:**

Helen Malbon - Headteacher

J Frost – School Administrator

S Moore – Parent Support Adviser

S Gardiner – Deputy Headteacher

T Willis - Teacher

L Robson - Teacher