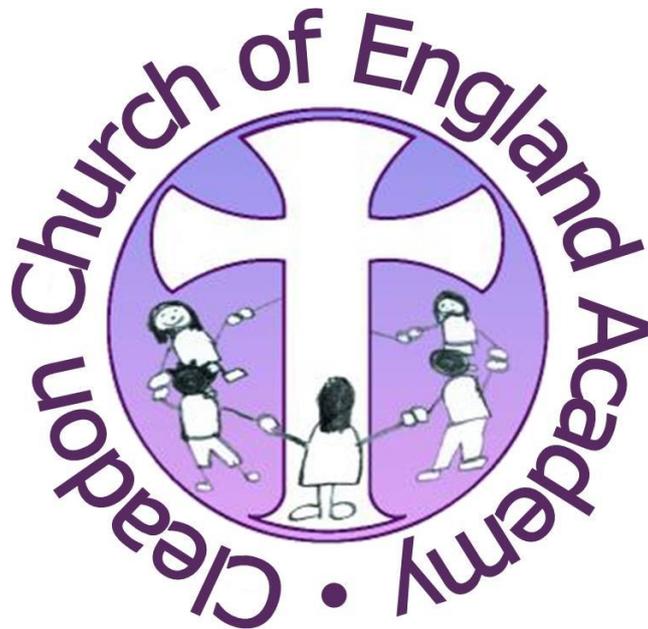


Cleadon Church of England Academy

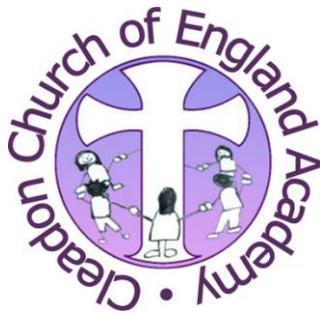


Supporting Pupils with Medical Conditions Policy

Policy Adopted by Governing Body: 22nd March 2016

Approved:

Date of Next Review: Spring Term 2019



Believe

Inspire

Excel

Mission Statement

Guided by our caring Christian ethos, we all work together to equip everyone with the skills, attitude, creativity and motivation to become happy successful lifelong learners and respectful global citizens.

Values	
We will bring our Christian ethos to life by:	
Striving for excellence	<ul style="list-style-type: none"> • Setting high expectations, • Showing pride, passion and self-belief, • Encouraging forward thinking and embracing challenge, • Promoting continuous learning, • Recruiting the right people, • Facilitating continuous improvement, • Providing the widest range of opportunities to excel.
Achieving together	<ul style="list-style-type: none"> • Learning and working together harmoniously, within a supportive environment, • Ensuring everyone is valued, • Enabling everyone to have a voice, • Promoting shared understanding and ownership, through collaboration, • Sharing good practice, and celebrating success, • Challenging ourselves and others, • Supporting the communities in which we live and work.
Showing respect	<ul style="list-style-type: none"> • Promoting the wellbeing of all members, • Recognizing everybody's contribution, • Demonstrating courtesy and fairness to all, • Embracing diversity and practicing tolerance, • Celebrating the individual.
Inspiring success	<ul style="list-style-type: none"> • Nurturing achievement and celebrating success, • Embracing inspiration and innovation, • Encouraging self-motivation, • Providing inspirational, creative teaching and challenge, • Providing positive role models, • Delivering a broad and exciting curriculum that engages and enthuses all learners.
Acting with integrity	<ul style="list-style-type: none"> • Maintaining professionalism at all times, • Valuing honesty, trust and accepting accountability, • Establishing transparent and effective communication, • Listening and acting upon feedback, • Ensuring collective care and responsibility.
This will be delivered within a caring, happy, safe and secure environment.	

Introduction

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Statement of intent

Cleadon Church of England Academy 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 April 2014 – "Supporting pupils at school with medical conditions" and is compliant with the amended DFE guidance of December 2015.

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

At Cleadon Church of England Academy, we aim to:

provide a happy, supportive community academy, which promotes excellence, enabling all members to experience achievement and success within a caring Christian environment.

1. Key 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, through the support of the school nurse, in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

- **The Board of Directors is responsible for:**

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Cleadon Church of England Academy.
- 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 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.
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- **The Principal is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Cleadon Church of England Academy.
- 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.
- Working with the school nurse to develop 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.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 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.
- Working with the school to develop Individual Health Care Plans
- 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.
- Completing a parental agreement for the 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 administers the medication.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Principal, school nurse, other staff members and healthcare professionals.

2. Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Cleadon Church of England Academy, including teachers.

3. 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 and support staff who undertake responsibilities under this policy will receive the training externally as and when required.
- The clinical lead for this training is the school 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 staff qualified to undertake responsibilities under this policy.

4. The role of the child

- 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.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Principal, School Nurse, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- 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.

6. Medicines

- Where possible, it is preferable for medicines to 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 agreement for a school to administer medicine form. Emails and phone calls to give permission are **not** sufficient. At the least, we must have written permission from parents. (See Appendix 2)
- The school will **not** administer non-prescription medicines, such as Calpol, cough sweets or eye or ear drops.
- No child will be given any prescription medicines without written parental consent **except in exceptional circumstances**.
- Emergency salbutamol inhalers are kept in school and administered according to procedures in Guidance on the use of emergency salbutamol inhalers in schools March 2015. See appendix 3.
- 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 prescribed to the child, in date, pharmacy 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 which do not meet these criteria will not be administered.
- 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. 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, all medications, apart from emergency medications (including asthma inhalers and epi-pens), will be stored in a secure and locked cupboard.
- Where it is appropriate to do so, pupils will be encouraged to take responsibility for managing their own medicines and procedures, under staff supervision. (This will be reflected in individual pupils' IHC Plans)
- Medications requiring cold storage will be stored in a separate fridge from food, to prevent the risk of cross-contamination,
- On school trips, medications will be kept in a locked container or bag and will never be repackaged for transport.
- Any medications left over at the end of the course will be returned to the child's parents.
- Individual Pupil, written records will be kept of any medication administered to children. (See Appendix 4)
- Any medications administered by parents, within the school building, must also be recorded on the individual pupil medication record sheet.
- Pupils will never be prevented from accessing their medication, but if a child refuses to take their medication they will not be forced, but their parent will be informed, so that alternative arrangements can be made. (unless Health Care Plan states otherwise e.g. EpiPen use)
- Cleadon Church of England Academy cannot be held responsible for side effects that occur when medication is taken correctly. It is important that the child has taken the same medication on previous occasions and that they do not take a new medication for the first time at school.

7. 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.

8. Avoiding unacceptable practice

- Cleadon Church of England Academy 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.
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

9. Insurance

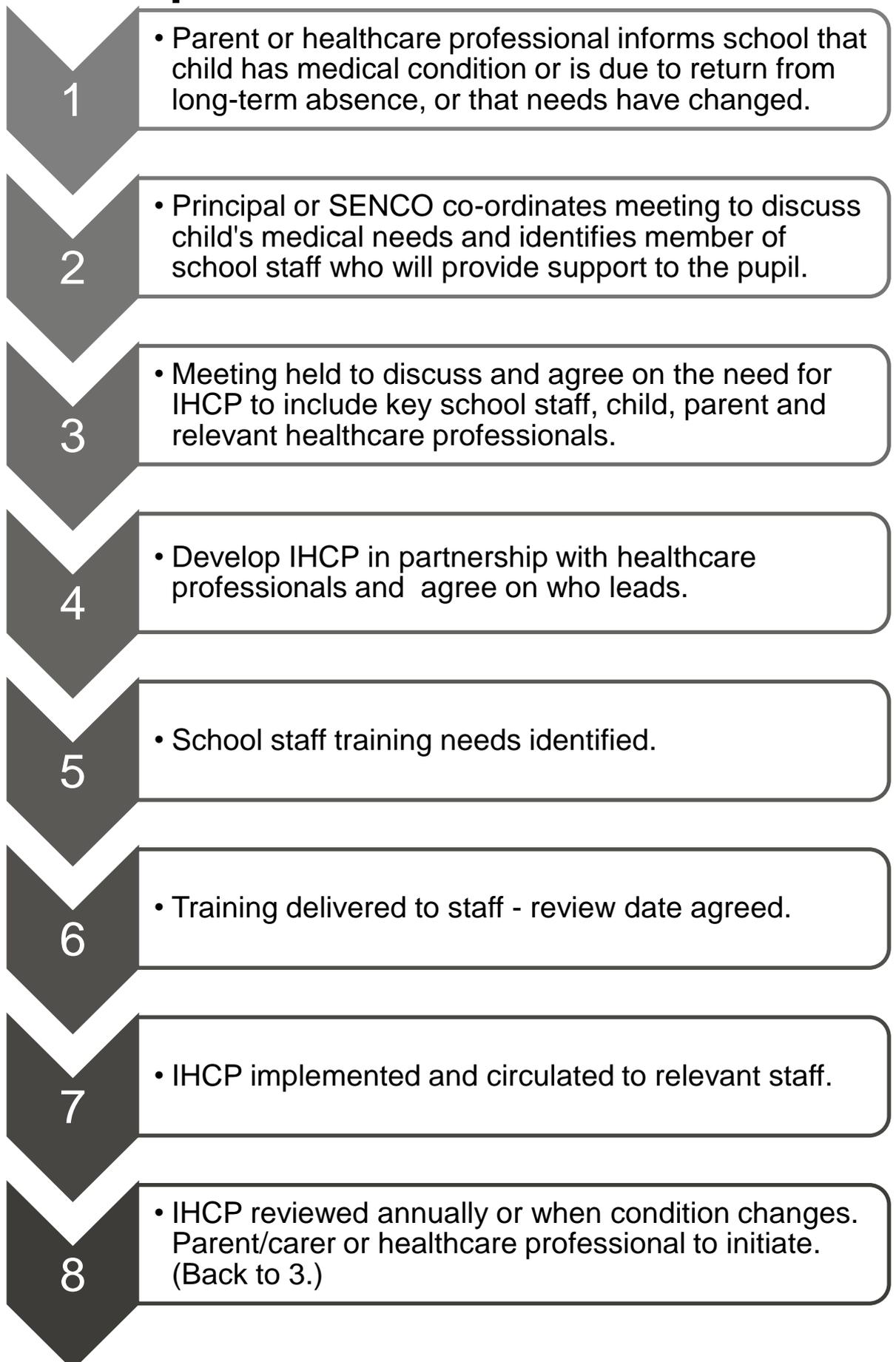
- Staff who undertake responsibilities within this policy are covered by the school's insurance.
- The academy has insurance, provided through Marsh Insurance Brokers, in place which cover staff providing support to pupils with medical conditions.
- Full written insurance policy documents are available 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 Principal.

10. 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 Principal
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Individual healthcare plan Implementation Procedure



Cleaddon Church of England Academy Parental agreement for school to administer medicine

*The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. **The school will not administer non-prescription medication, eye drops or ear drops.***

Date for review to be initiated by	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to the School Office .	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Print Name _____

Cleadon Church of England Academy Emergency Salbutamol Inhalers

- The school has decided to follow the guidelines set out in **The use of emergency salbutamol inhalers in schools guidance (March 2015) and will keep emergency salbutamol inhalers in school.** We understand that an inhaler for emergency use may prevent an unnecessary and traumatic trip to hospital for a child, and potentially save their life.
- **The emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.**
- The inhaler will only be used if the pupil's prescribed inhaler ***is not available (for example, because it is broken, or empty).***
- We maintain a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler.
- Written parental consent for use of the emergency inhaler will be included on the permission to administer medication form.
- Arrangements for the supply, storage, care, and disposal of the inhaler and spacers are in line with the schools policy on supporting pupils with medical conditions and following the detailed advice in the March 2015 Guidance document.
- Appropriate support and training for staff in the use of the emergency inhaler is in line with the schools wider policy on supporting pupils with medical conditions and at least two volunteers are responsible for ensuring the protocol is followed.

Parental Permission for Administration of Emergency Salbutamol Inhaler

MY CHILD HAS BEEN PRESCRIBED A SALBUTAMOL INHALER AND I GIVE PERMISSION FOR THE EMERGENCY SALBUTOMOL INHALER TO BE USED ACCORDING TO THE GUIDANCE ABOVE.

Signed _____ **Parent of** _____

Date _____

Staff Training Record Administration of Medicines

Name of school/setting:

Cleadon Church of England Academy

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm thathas received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by.....

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number –**0191 5367813**
- Your name.
- Your location as follows: **Boldon Lane, Cleadon, Sunderland SR6 7RP.**
- The satnav postcode (if different from the postal code.)**SR6 7RP**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 8

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school nurse, school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include (add details of team) . Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,