



The King Alfred School

Supporting Pupils with Medical Conditions

Agreed by Board of Governors

Date: October 2014

Supporting Pupils with Medical Conditions Policy

Definition

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

- (a) **Short-term:** affecting their participating in school activities while they are on a course of medication.
- (b) **Long-term:** potentially limiting their access to education and requiring extra care and support.

School Ethos

LAs and schools have a responsibility for the health and safety of students 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 students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students who may be more at risk than their peers. In this case individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Students with special medical needs 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 students have a common law duty to act "in loco parentis" and must ensure the safety of all students 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 (e.g. friends, class mates).

Our Aims

- To support students with medical conditions, so that they have full access to education, including physical education and education visits.
- To ensure that school staff involved in the care of students 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 students 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 student with a medical condition needs support.
- To keep, monitor and review appropriate records

Unacceptable Practice

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

- Prevent students from accessing their medication.
- Assume every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents/carers; ignore medical advice.
- Prevent students with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan.
- Penalise students for their attendance record when it is related to a medical condition.
- Prevent students 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

The King Alfred School provides full access to the curriculum for every child wherever possible. We believe that students with medical needs have equal entitlement and must receive the 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 should:

- 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 students 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.
- The King Alfred School 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 (e.g. an inhaler).
- When a new student arrives at school with a medical condition the Welfare Assistant may invite parents/carers in to school to discuss procedures and formulate a plan. The School Nurse is involved for additional advice/guidance if necessary. Information on the student will be distributed to all teachers of that student and placed on SIMS so that everyone can access.
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the student.
- Transitional arrangements between schools will be completed in such a way that The King Alfred School will ensure full disclosure of relevant medical information, healthcare plans and support needed in good time for the student'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 student and parent/carer in addition to the advice of relevant medical professionals.
- Any medications brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of students. Any staff medicine is the responsibility of the individual concerned and not the school.

Procedure

The Governing Body of The King Alfred School ensures that an appropriate level of insurance is in place and this is organised through Somerset County Council.

Information

Students with serious medical conditions will have their photo and a brief description of their condition logged on the computer. Students with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have an individual Healthcare Plan and all teachers of that student will be advised of this information. All other medical conditions will be noted on SIMS and this information will be provided to class teachers at each assessment point.

In an emergency

In a medical emergency, the school's First Aider 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/carers names and any known medical conditions

Students will be accompanied to hospital by a member of staff if the parents/carers cannot get to school in time. Parents must always be called in a medical emergency, but do not need to be present for a student 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 complete a Parental Agreement Form to Administer Medicines before any medicine is administered. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Education Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. The Visit leader will be responsible for the 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 student refusing to take medicine in school will not be made to do so, parents/carers will be informed about the dose being missed. All doses administered will be recorded on SIMS under the student's medical information. A record of medication to be administered will be held in the Medication Log, kept in the Medical Room.

All medicines will be stored safely in a locked cabinet. Access to these medicines is restricted to the named persons. Epi-pens are kept in an unlocked drawer at Reception. Medicines needing refrigeration will be stored in the First Aid fridge. Some medicines (e.g. inhalers) will be carried with the student/s for ease of access. All medicines must be clearly labelled. Students who self-administer asthma inhalers do not need to be recorded. If they choose to use the inhaler in the First Aid room it will be recorded.

Epi-pen

The First Aid staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents/carers should be contacted after this call has been made.

Complaints

Should parents/carers be unhappy with any aspect of their child's care at The King Alfred School, they must discuss their concerns with the school. The initial contact should be with the Head of Year.

If this does not resolve the problem or allay concern, the problem should be brought to a member of the Senior 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/carers must make a formal complaint using The King Alfred School Complaints Procedure.

Trained Staff

School First Aiders (full certificate) are:

Stacey Leatherby	Welfare Assistant (training valid to 05/10/20)
Philip Aldred	Learning Support Assistant (training valid to 04/12/20)
Sharon Gilbert-Muir	Reprographics Assistant (training valid to 16/03/18)
Laura Jones	Cover Supervisor (training valid to 31/08/20)
Laura J Jones	Exclusion Manager (training valid to 14/08/20)
Paul Shepherd	Cover Supervisor (training valid to 31/8/20)
Amanda Timmins	Food Technician (training valid to 02/11/19)

Named people for administering medicines:

As above

Forms attached:

Individual Healthcare Plan
Parental agreement for school to administer medicine
Record of Medicine administered to an individual child
Staff training record – administration of medicines
Check sheet when contacting emergency services