

DOVE HOUSE SCHOOL ACADEMY TRUST

Supporting Pupils in School with Medical Conditions

Policy issued: January 2016
Approved by T Pegler, Headteacher & A Benton, Chair of Governors
SignedT Pegler & A Benton.....
Approved at Governing Body on 2 February 2017 Next Review to be January 2018

Introduction

This policy reflects the values, ethos and philosophy of Dove House School Academy School in relation to supporting young people with medical needs. This document is based on the DFE publication ***“Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of Academies in England”*** Sept 2014.

Rationale

Many of the pupils who attend Dove House School Academy have long-term and complex medical conditions which may require on-going support, medicines or care while at school to help manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. Health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that the school works in partnership with parent/carers and health professionals to provide effective support for the young person’s medical condition and that all pupils feel safe. Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Aims

The main aims of this policy are:

- To provide individualistic, appropriate support for all pupils with medical conditions.
- To make reasonable adjustments within the academy to ensure pupils with medical conditions are included in daily activities, school trips and sporting events.
- To provide all parents/carers with the confidence that the academy will provide effective support for their child and ensure their safety.

- To establish relationships with relevant local health services in the implementation of effective support, as well as valuing the views of parents/carers and pupils.
- To effectively manage absences caused by medical conditions, to limit the impact on a child's educational attainment.

Responsibilities

The Governing Body

- The Governing body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. Policies should be reviewed regularly and be readily accessible to parents/carer and school staff.
- A pupil's health should not be put at unnecessary risk simply because they attend school. In addition, and in line with their safeguarding duties, governing bodies should not place other pupils at risk or accept pupil in school where it would be detrimental to the child and others to do so.
- The governing body should ensure that their arrangements give parents/carers confidence in the school's ability to support their pupil's medical needs effectively. The arrangements should show an understanding of how medical conditions impact on a young person's ability to learn and aim to increase their confidence and promote self-care. There should be recognition that some medical conditions, if not managed well, can be fatal.
- The Governing body must ensure that arrangements are in place in school to support pupils with medical conditions. In doing so, they should ensure that all pupils can access and enjoy the same opportunities at school. The School, Local Authority, Health professionals and other support services should work together to ensure that young people with medical conditions receive a full education.
- The Governing body should ensure that the school's leaders liaise with health and social care professionals, pupils and parents/carers to ensure that the needs of pupils with medical conditions are effectively supported. The needs of each individual must be considered and how their medical condition impacts on their school life.

The Headteacher

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Dove House School Academy.
- Making any necessary changes to the policy, as discussed with the governing body upon review.
- 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 the relevant members of staff aware of a child's medical condition.
- Oversee development of individual 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.
- Oversee organisation of first-aid training.
- Carrying out appropriate risk assessments when making reasonable adjustments for pupils with medical conditions, to ensure the inclusion of pupils in activities.

Staff members

- 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 and are qualified 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.

Parents and Carers

- Keeping the school informed about any changes to their child/children's health.
- Providing parental consent for the school to administer medicine 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 headteacher, other staff members and healthcare professionals.

Context

The incidence of pupils having medical problems at Dove House School Academy is high. Individuals will not be routinely excluded from school activities as a result. It is important that everyone understands the distinction between a pupil with medical problems and a pupil who is ill. A pupil with a medical condition attends school and their health is taken into account when planning activities. Every effort is made to ensure that they miss as little school as possible.

However when a pupil is ill or unwell they should not attend school. If they are infectious or have an illness that makes them distressed or in pain they should remain at home. Children and young people with or without health conditions can be ill at times.

Pupils who require short term medication such as antibiotics may return to school once they are well enough to do so.

Implementation

The named person with overall responsibility at Dove House School Academy is the headteacher; other senior members of staff are equipped to take responsibility in the event of the headteacher being unavailable.

We will always work closely with parents/carers and health professionals, sometimes it may not be possible to agree on all aspects of an individual's care. Whilst we will always seek resolution we will follow the guidance of health professionals, this ensures all staff are covered by insurance provided by the Local Authority.

On admission or following a change in need

Prior to starting at the school we meet with parents/carers to ascertain details of any medical needs, we then arrange further meetings with the specialist nurse if appropriate who will then arrange any necessary training. This seldom results in a delay to admission. If new needs arise we follow a similar process and any changes including additional training are quickly put in place.

Individual Healthcare Plans (IHCPs)

- Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible to those who need to refer to them, whilst also preserving confidentiality.
- IHCPs will be reviewed on an annual basis, or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an education, health and care (EHC) 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.
- Dove House School Academy will develop transport health care plans for pupils with life-threatening conditions, which effectively manages home-to-school transport for the pupil.

Administration of Medication

Responsibility

The administration of medicines is the overall responsibility of the parents. The appropriately trained staff are responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Buccal for major fits
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- No child will be given any prescription or non-prescription medicines without written parental consent, except in exceptional circumstances.
- 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.
- No medication will be given without first checking the maximum dosages and when the previous dosage was taken. Parents will be informed of any given medication.
- Medicines MUST be in date, 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.
- 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.
- Pupils will be informed of where they can access their medication. Where relevant, pupils will know who holds the key to the storage facility. Pupils will never be prevented from accessing their medication.
- Medicines and devices such as asthma inhalers, blood glucose testing and adrenaline pens are locked in the medical cupboard and will always be readily available to pupils.
- Dove House School Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medications left over at the end of the course will be returned to the child's parents.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Medical Accommodation

The 'lockable' Medical Cabinet located in the admin area and will be used for medicine administration/treatment purposes. The room will be made available when required.

Storage

The storage of medicines is the overall responsibility of the appropriately trained staff that will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Disposal

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Allergies.

There is an increase in the number of pupils who suffer extreme allergic reactions to certain foods, in particular anything containing nut products. There is an individual protocol for any pupil deemed to be in this category. Staff are requested to ensure that nut products are not brought into school. This applies to any pupil/staff member having a packed lunch as well as food sent in for class birthday parties, bird food, packages used for junk modelling, sun cream, polish etc. The reaction can be life threatening, the food does not need to be consumed, for some people the smell or touch is enough.

If you receive additional individual information regarding allergies make sure this is passed to the School Office for recording and SIMS update.

Epilepsy

Many pupils who attend Dove House School Academy have epilepsy and almost all of these pupils have medication to control their condition. This will take the form of regularly administered medicine and might also include emergency rescue medication.

A copy of all written instructions from parents/carers and the latest Epilepsy Care Plan must be in the central file in the School Office.

The class teacher is responsible for knowing the procedures relating to pupils in their own class. It is their responsibility to communicate this through SIMS.

Many pupils have seizures and under normal circumstances, pupils are not sent home following a seizure unless that has been requested by the parent/carer.

If a pupil is given emergency medication e.g. buccal midazolam, this must be recorded on the medication administration sheet. Care Plans include advice on any other action including notifying parent/carers.

If the procedure set out by the parent/carer includes calling an ambulance this can be summoned by any member of staff and reported to a member of the Senior Leadership Team once it has been called. The School Office staff can be asked to telephone.

Staff must be ready for the ambulance arrival with a written record of all medication the pupil takes in school, any you have administered, along with the timings and description of seizures. Other relevant details including date of birth, address etc is required. A member of staff will accompany the pupil to the hospital. This person will stay with the pupil until the parent/carer arrives or until another member of staff takes over.

A member of the Senior Leadership Team does not need to be involved in making a decision about giving emergency medication. Staff will be following a plan prepared by a suitably qualified medical practitioner and agreed by the parent/carer. Staff must follow the advice set out with regard to timings exactly. If advice is required staff can ask any member of the Senior Leadership Team. In normal circumstances it is expected that a teacher will remain with the pupil during this time. A member of the Senior Leadership Team must always be told once emergency medication has been administered. When rescue medication is given, another member of staff should be present if possible.

The procedures (Care Plans) for all pupils who have seizures must be available in on SIMS and in a central file in the School Office so that all school staff can refer to them.

If a pupil has medication to be given in an emergency, this with written instructions / care plans, must be taken with the member of staff responsible whenever the pupil is 'off-site'. In the event of an incident in the minibus, stop and deal with the incident, calling an ambulance if it is the procedure. Do not try to take the pupil to hospital yourself.

Staff will be suitably trained in the administration of any emergency medication. All pupils, for whom this applies, will have a Care Plan in place. These are prepared by Health Professionals in consultation with parents/carers. Class staff need to ensure

they have been “signed off” as authorised on all Individual Care Plans. A second member of staff should check the medication and dosage prior to it being administered if possible.

Eating and Nutrition

A number of pupils attending Dove House School Academy will be at risk of malnutrition or obesity due to their special educational needs and disabilities. This may be as a result of a physical problem or part of the sensory issues associated with autism.

The school will liaise with both parents/carers and health professionals in order to minimise the impact of their difficulties. This may involve requesting referrals to specialists such as dieticians or speech therapists. Some pupils will require a “special diet” and this may include agreement that they do not follow the school’s general food guidelines.

A number of pupils at Dove House School Academy may require gastrostomy feeds. These are delivered by the class staff who receive appropriate training from the school nurse or those they recommend. Training is provided for each individual pupil as every feeding regime is different and consequently generic training is not appropriate.

Staff Training

Dove House School Academy adopts a whole-school approach to training, ensuring that all staff employed by the academy are aware of this policy and of their role when implementing the policy.

Teachers and support staff will receive regular and ongoing training, as part of their development.

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance will be sought before commitment to such administration is accepted.

The lead first aider at Dove House is Jane Brookfield.

The clinical lead for this training is via the HCC Learning Zone.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Health and Safety Coordinator will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Home to School Transport

The majority of young people attending Dove House School Academy are transported by Local Authority provided transport. Where pupils have any medical condition, it is the responsibility of parents/carers to inform Transport of the relevant facts. The school will make every effort to make sure that the parent/carer has informed transport of any relevant issues and will, with the permission of parents/carers, provide any information they hold or are aware of to ensure that transport arrangements are appropriate. The Local Authority provide specific training for those who are escorting children and young people who have significant medical needs.

Record Keeping

Records are kept in line with guidance from health professionals and individual needs.