



SUPPORTING CHILDREN MEDICAL CONDITIONS POLICY

Legislation

Section 100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils with medical conditions. The DfE publication 'SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS' April 2014 includes statutory guidance for governing bodies.

Key Aims

- Children with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The Governing Body ensures that arrangements are in place to support children with medical conditions.
- The Governing Body ensures that school leaders consult health and social care professionals, children and parents to ensure that the needs of children with medical conditions are effectively supported.

The Role of the Governing Body

Governors of The Bridges Federation are keen to ensure that children with medical needs receive proper care and support so that they are fully included in the life of the school. Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. However, in line with their safeguarding duties, governing bodies should ensure that children's health is not put at unnecessary risk from, for example infectious diseases.

Therefore, they do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

The Governing Body:

- Ensure arrangements are in place to support children with medical conditions so that such children can access and enjoy the same opportunities at school as any other child.
- Ensure arrangements focus on individual needs
- Ensure arrangements give parents and children's confidence in the school's ability to provide effective support through understanding the impact of medical conditions on a child's ability to learn; promoting self-care and ensuring staff are properly trained.
- Monitor arrangements to ensure that policies and procedures are effectively implemented - in particular, procedures for administration of medicines.
- Ensure the appropriate level of insurance is in place and reflects the level of risk.
- Review the policy regularly and ensure it is accessible to parents and school staff.

Ensure the policy is implemented effectively by the Headteacher

The Role of the Headteacher

The Headteacher ensures that the Federation's policy for supporting children with medical conditions is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy and understand their role.

The Headteacher ensures that:

All staff are aware of child's medical conditions and Individual Healthcare Plans are in place.

- Appropriate staffing is available to support children with medical conditions, including in contingency and emergency situations
- Training is provided and regularly updated
- Plans and Procedures are monitored, reviewed and information shared.

The Role of Staff

Any member of the Federation's schools staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of children with medical conditions. School staff will receive suitable training before taking on responsibility to support children with



medical conditions. They should be familiar with any information provided regarding children's medical conditions e.g. within a Statement/EHCP or Individual Health Care Plan.

The Role of School Nurses

The school nursing services are responsible for notifying the schools when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's Individual Healthcare Plan and provide advice and liaison, for example on training.

The Role of Pupils

Pupils with medical conditions may be able to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to their Individual Healthcare Plan.

The Role of Parents

Parents should provide the Federation schools with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan and may be involved in its drafting.

Individual Health Care Plans

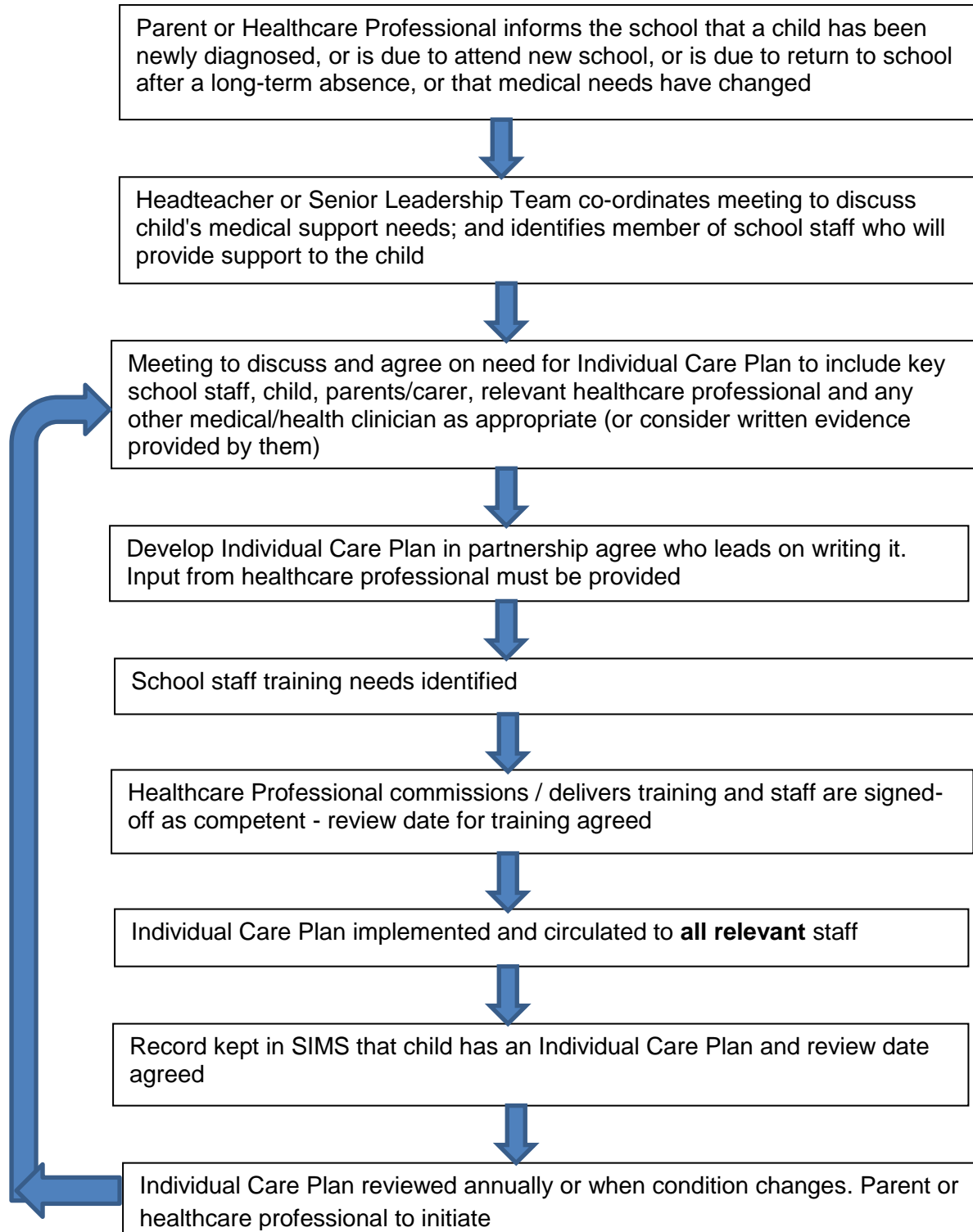
Teachers must ensure that Individual Health Care plans are kept with Care Plans in Attainment Files and reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

When deciding what information should be recorded in Individual Healthcare Plans, the following should be considered:

- the medical condition, triggers, signs, symptoms and treatments
- the child's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons
- specific support for the child's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required and how information will be shared
- arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the child during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including who to contact and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.



Procedure to be followed when the school is notified that a child has a medical Condition



PROCEDURES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL



Rationale

We want all our children to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the children in our care.

a. Medical Equipment

It is the responsibility of the First Aid staff to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered by placing an order with the School Business Manager.

b. Storage, administration and handling of Medicines

All medicines are stored centrally in the first aid a locked cupboard in each school and handled by adults only. Where children travel on school transport, parents /carers should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care. Medication should be handed in to the school's office and collected at the end of the day. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental authorisation and are appropriately named are allowed in the Federation Schools.

c. Parental Authorisation

Before medication can be given in school, Parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office. Authorisation may be given over the phone and appropriate paperwork will be sent home for completion. All forms must be checked by authorised staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

d. Medicine Administration

Authorised staff dispense all oral medicine to children and supervise those able to administer their own.

e. Non-prescribed Medicines

These will be administered following authorisation from parents and completed forms signed.

f. Administration of Antibiotics

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

g. Monitoring of Administration of Medicines

When a child receives medication in school, details are to be recorded on the appropriate Record Form which is located in the First Aid cupboard or in staffroom.

h. Qualified First Aid Staff

First Aid staff must hold the appropriate qualifications and attend refresher courses. Our current qualified First Aiders are listed in the Medical Room (see First Aid Policy).

i. Offsite Visits

A portable First-Aid kit and individual child's medicines must be taken on all Offsite Visits. This is the only time medication will be allowed outside the designated storage area. On such visits medicines are to be transported and administered by a designated member of staff (see Offsite Visits Policy and relevant authorised Risk Assessments for each visit).

j. Unacceptable Practice when handling medicines in school

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary assume that every child with the same condition requires the same treatment



- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans
- if the child becomes ill, send them to the school office or to see First Aider unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- no parent should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Parents' Summary of Procedures for Handling and Administering Medicines in School.

Before medication can be given in our schools, parents must provide authorisation, clearly indicating the name of medication and relevant dosage to be taken. The relevant forms are provided in the school's office and must be completed.

The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Where children travel on school transport with an escort, parents /carers should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care.

Escorts/Parents are asked to deliver any medication to the school's office and collect them at the end of the day.

Children with asthma, who are able to do so, administer their own medication under supervision.

A portable First-Aid kit and individual child's medicines are taken on Offsite Visits and administered by a designated member of staff.