



Saint Robert Lawrence Catholic Academy Trust

Supporting Pupils with Medical Conditions Policy

Academies within the Trust may develop their own procedures in line with this policy statement and details about how this policy will work in practice are available at each academy

Adopted: 1st December 2014

Review cycle: Annually during the autumn term

Date of next Review: July 2018

Academy Trust Statement

Saint Robert Lawrence Catholic Academy Trust (The Trust) is concerned with the growth of each and every child entrusted to our care. We strive to nurture their spiritual, academic, social and personal development, emphasising the teaching of Gospel values and the mutual respect we should all have for one another. We are committed to developing a policy which recognises the entitlement of all children, including those with a medical condition, to a broad and balanced curriculum and ensures that they are included in all aspects of school life.

Definition

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

- short-term, affecting their participation in school activities which they are on a course of medication; and
- long-term, potentially limiting their access to education and requiring extra care and support.

Guiding Rationale

Schools and academies 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 Trust. This may mean making special arrangements for particular pupils so that they can access their full entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The Trust 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 require.

The Children and Families Act 2014 places a duty on schools and academies to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission as other children and cannot be refused admission or excluded from a school or academy on medical grounds alone. However, teachers and other Trust 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 child's academy with all relevant information needed in order for proficient care to be given to the child. Each academy within The Trust 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).

Aims

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the *Children and Families Act 2014* and the *Department for Education statutory guidance for governing bodies of maintained schools and proprietors of academies in England –April 2014*.

Objectives

- to support pupils with medical conditions, so that they have full access to education, including physical education and educational visits;
- to ensure that Trust 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; and
- to keep, monitor and review appropriate records.

Unacceptable Practice

While Trust 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 that is diagnosed and evidenced by a medical professional;

- 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; or
- require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

The Trust 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, and these are:

Employees have a right to:

- choose whether or not they wish to be involved;
- receive appropriate training;
- work to clear guidelines; and
- 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 academies within The Trust of any medical condition which affects their child;
- parents will supply the academy 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 each academy 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 where this is not possible;
- [after leaving primary education](#), parents will co-operate in training their children to carry and manage their own inhaler if this is appropriate, and that staff members will only be involved where this is not possible;
- medical professionals involved in the care of children with medical needs will inform staff fully beforehand of the child's condition, its management and implications for the school-life of that individual;
- The Trust 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;
- Trust 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 across and between the academies will be completed in such a way that The Trust will ensure full disclosure of relevant medical information, Healthcare plans and support needed is put in place in good time for successful transition; between academies within The Trust and to receiving schools outside of The Trust; and

- 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.

Insurance

The Trust will ensure that an appropriate level of insurance is in place which reflects the level of risk presented by children with medical conditions and which indemnifies staff who administer care or medication according to the criteria set out in our insurance policy namely:

- that they are an official designated first aider acting within their remit from the academy;
- that they have received full training by a qualified medical person, relevant to the medication/first-aid being administered;
- that they have taken the necessary refresher training courses at the required intervals; □ that they have used the protective equipment relevant for that purpose.

Access to Information about a child's medical condition

Children with medical conditions who may require emergency attention will have an Individual Healthcare Plan accessible in the child's records, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will also be noted on the child's electronic and other records as appropriate.

In an emergency

In a medical emergency, appropriately trained staff will attend and provide first aid as necessary.

If an ambulance needs to be called, staff will:

- outline the medical condition / event and how it occurred;
- provide details regarding the child's date of birth, address, parents' names and any known medical conditions; and
- contact the parent/guardian informing them that an ambulance has been called. Children may be accompanied in the ambulance to hospital by a member of staff if the parent / carer is not available and if this is deemed necessary. Staff cars must 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 and may include controlled drugs.

Parents must bring in the prescribed drugs and sign the Medication Record sheet before any medicine is administered. Medicines to be given during the school day must be in their original container.

Before administering any medicine, appropriately qualified 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 will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on the Medication Record that parents have completed giving consent for the medication to be administered.

All medicines will be stored safely. Medicines needing refrigeration will be stored in a fridge. In Secondary Education, some medicines (e.g. inhalers) may be kept by the child for self-medication – these must be clearly labelled with the child's name. If a child has taken his/her inhaler then they must inform a member of staff.

Controlled drugs and prescribed medicines are kept in a secure cabinet/cupboard and access to these medicines is restricted so that children cannot gain access. Inhalers and Epipens are held in a safe location where staff have easy access in order to respond in cases of need.

Essential medicines will be administered on Educational Visits, subject to a risk assessment having been carried out. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit. Children with inhalers must take them on all educational visits; members of staff leading the visit ensure that this is the case before embarking on the trip.

Administration of EpiPen

Any member of staff can administer an EpiPen in an emergency situation according to the instructions provided by the parent and the instructions provided for use of the EpiPen.

An ambulance must be called for a child who may require an EpiPen or who has already used the EpiPen. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the EpiPen. If symptoms are more severe, the EpiPen should be given immediately. Parents must be contacted in this situation.

Complaints

Should parents be unhappy with any aspect of their child's care at The Trust, they must discuss their concerns with the individual academy. This should be raised with the child's class teacher / tutor in the first instance. 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 may wish to make a formal complaint using the Saint Robert Lawrence Catholic Academy Trust Complaints Procedure available from each academy website.

Evaluating the success of provision

In order to make continuous improvement in relation to medical needs provision The Trust encourages feedback from staff, parents and pupils throughout the year.

There will be an annual formal evaluation of the effectiveness of The Trust medical needs provision and policy. The evaluation will be carried out by the Headteacher and other relevant staff and link Governor for medical needs and information will be gathered from different sources. This will be collated and published by the Academy Trust on an annual basis in accordance with section 69 of the Children and Families Act 2014.

Evidence collected will help inform academy development and improvement planning.

In service training (CPD)

The Trust aims to keep all staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with medical conditions. In each academy, the Senior Leadership Team will facilitate or signpost relevant medical focused external training opportunities for all staff and will ensure that training opportunities are matched to academy development priorities.