

Greenway Academy Statutory Policy

Policy for Supporting Pupils with Medical Conditions

Responsible person: Headteacher

This policy should be read in conjunction with the Administering Medicines policy and, if applicable, the SEND policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Aims

- To ensure pupils at the academy with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in academy life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

The person named above is responsible for ensuring that whenever the academy is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- information/IHPs will be transferred to the child's next school
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Greenway at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in academy should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and academy agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the academy's medical record and the child's individual record.

Individual Healthcare Plans (IHPs)

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in the academy needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the child can participate confidentially
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan
- If your child is taking a prescribed course of medicine, has a temporary illness or would require a risk assessment (i.e. breaking a bone) please contact the Academy and an IHP will be initiated, if required.

Roles and Responsibilities

Supporting a child with a medical condition during academy hours is not the sole responsibility of one person. The academy will work collaboratively with any relevant person or agency to provide effective support for the child.

The Local Advisory Committee

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the academy nursing service in the case of any child with a medical condition who has not been brought to the attention of the designated first aider(s)

Academy Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a

pupil with a medical condition needs help

Academy nominated staff (Inclusion manager and office staff)

- are responsible for notifying the academy when a child has been identified as having a medical condition which will require support in academy
- may support staff on implementing a child's IHP and provide advice and liaison
- will store the IHPs in a confidential manner
- will assist the Headteacher in informing staff of new cases

Other healthcare professionals

- should notify the academy's Inclusion Manager when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (e.g. asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- must contact the Academy to inform the designated first aider if they believe their child requires an IHP
- must provide the academy with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

Notes

- The academy does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child, or others, to do so.
- The following practice is considered not acceptable:
 - preventing children from easily accessing their medication and administering it when and where necessary
 - assuming children with the same condition require the same treatment
 - ignoring the views of the child, their parents; ignoring medical advice or opinion
 - sending children with medical conditions home frequently or prevent them from staying for normal academy activities (unless specified in IHP)
 - penalising children for their attendance record if their absences are related to their medical condition that is recognized under this policy
 - preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
 - preventing children from participating, or create unnecessary barriers to children participating, in any aspect of academy life, including academy trips (such as requiring parents to accompany the child)

It is our aim that parents would not be required to attend school to administer medication or provide medical support to their child, including toileting issues. Each child's circumstances will be dealt with on a one to one individual basis.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the academy. If this does not resolve the issue, they may make a formal complaint via the academy's complaints procedure.

Review date: September 2018

Next Review date: September 2019



Template A: individual healthcare plan

Name of school/setting

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Child's name

--

Group/class/form

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Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

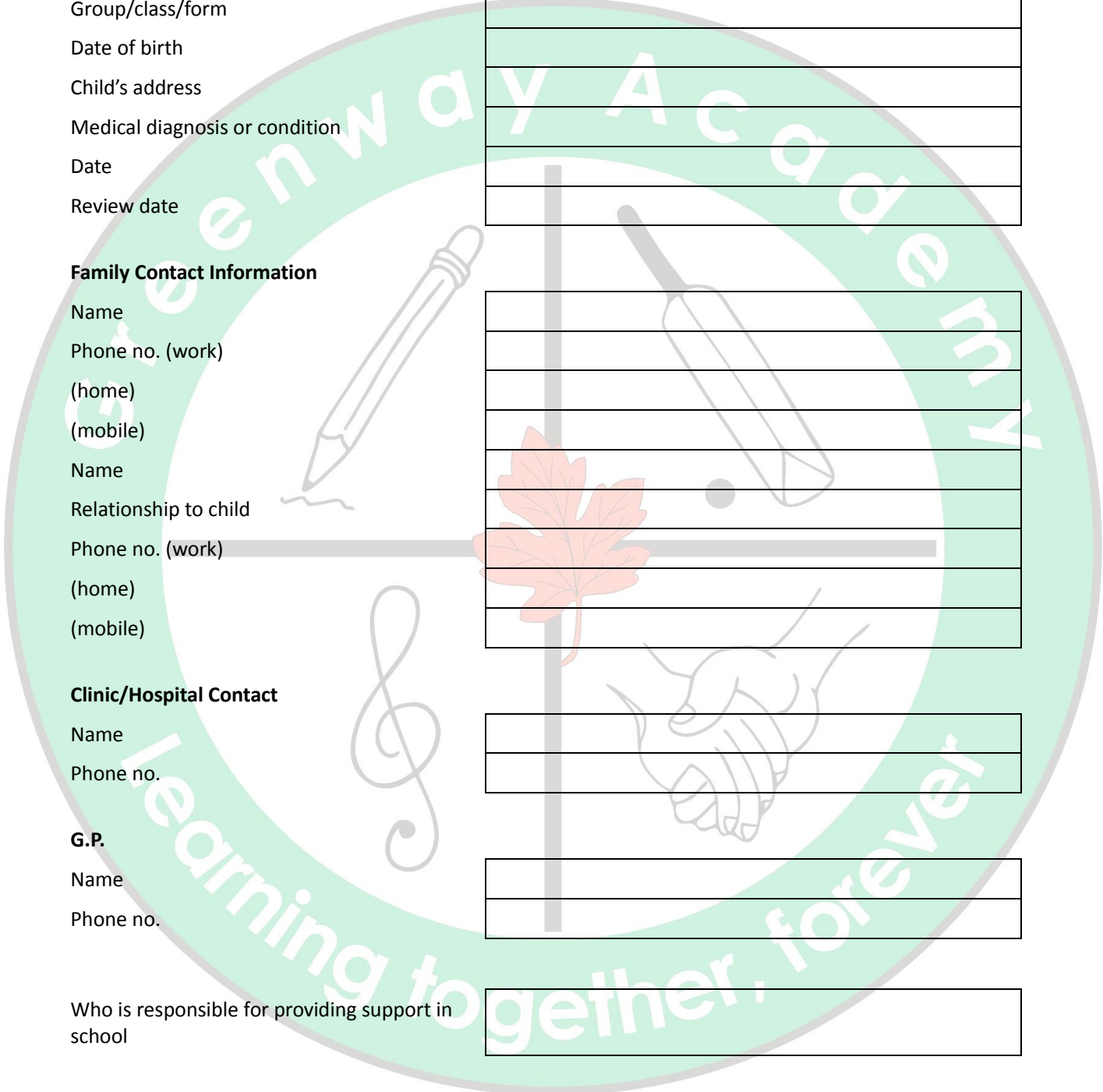
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Phone no.

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Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

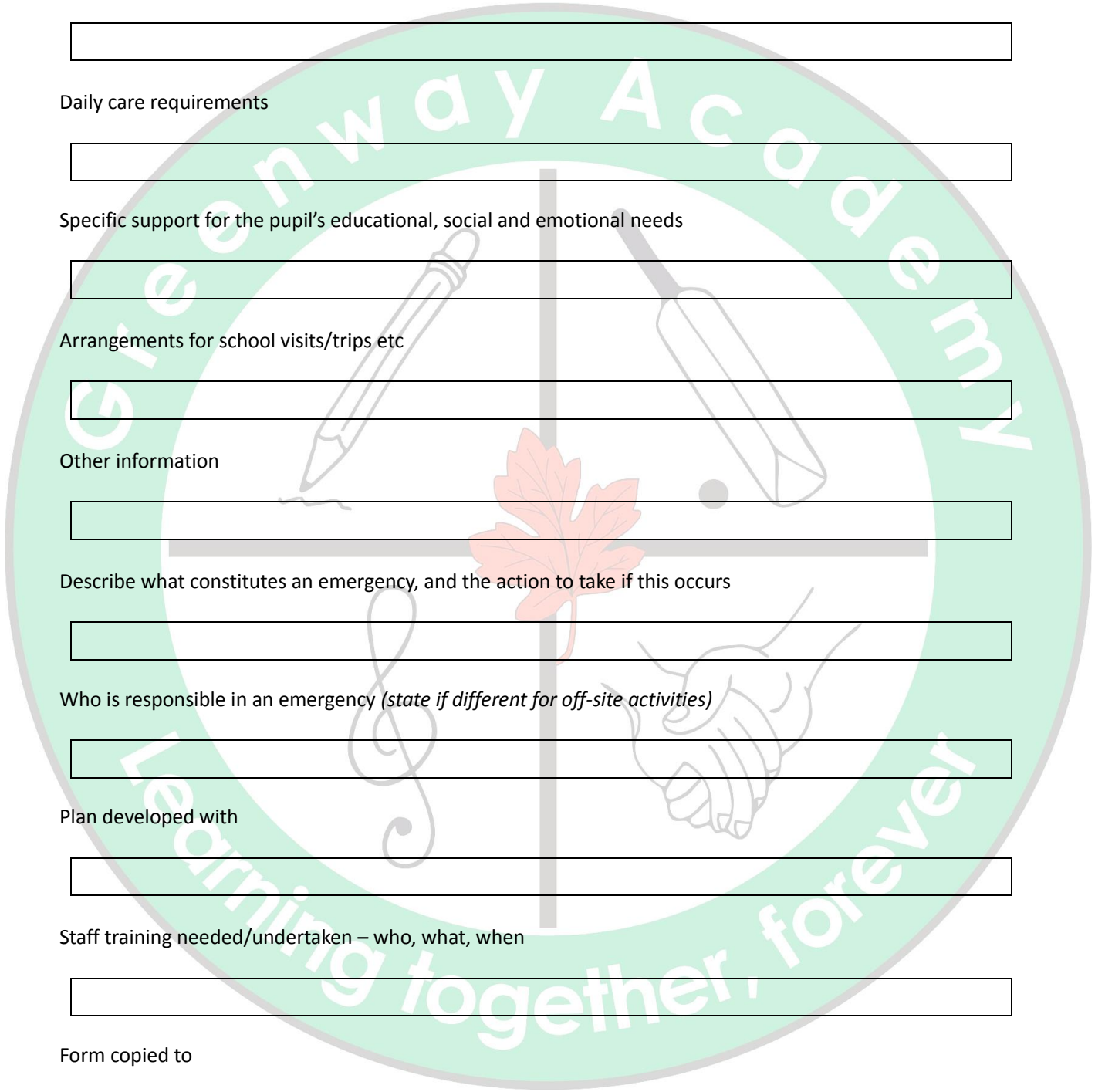
Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting 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

[agreed member of staff]

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

Signature(s) _____

Date _____

Template C: staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

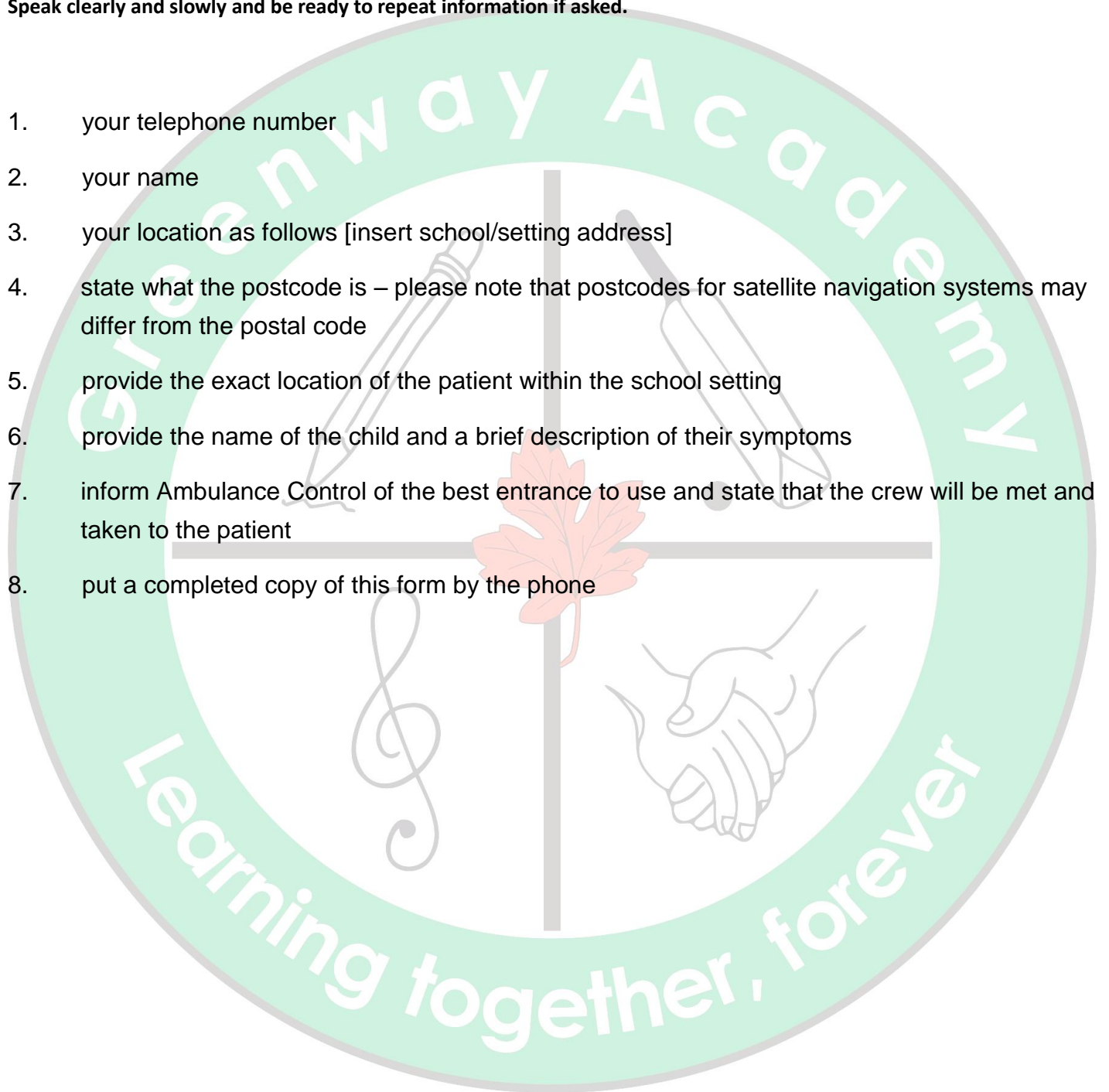


Template D: contacting emergency services

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.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



Greenway Academy

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A Castle Trust Partner

Dear Parent

Re: The Healthcare Plan

Thank you for informing us of your child's medical condition. As part of accepted good practice, our school has recently established a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, if required and return it to the school. If you would prefer to meet someone from the school to complete the Healthcare Plan or if you have any questions then please contact us.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers.

The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's Healthcare Plan.

Thank you for your help.

Yours sincerely

Greenway Academy is a charitable company limited by guarantee and registered in England and Wales with company number 8116954. The registered office is at Greenway, Horsham, West Sussex, RH12 2JS.

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Greenway Academy Local Governing Body

Medication in School Practices & Procedures

Schools are not obliged to administer medication to children and ideally the administration of medication should be carried out by parents. However, where possible, at Greenway Academy it is the school's policy to comply with requests from parents to help in administering medicines to children.

Alternatively, where a child is prescribed medication for a short-term illness or requires administration of high frequency doses of medication, parents may come into school to administer this by prior arrangement.

Pills and medicines, including antibiotics, must not be given to children to bring into school.

Where a child is prescribed medication for a short-term condition, for example antibiotics for 5 – 10 days, parents should contact the School Office to make suitable arrangements for the medication to be administered.

Where a child is prescribed medication for a long-term condition such as asthma, diabetes, allergies which require use of an Epi-pen, ADD and ADHD, parents should contact the Inclusion Manager to discuss the circumstances and make suitable arrangements for the medication to be administered.

Staff will not give a non-prescribed medicine to a child without parental completion of a "Request for Administration of Medicine Form" (sample attached).

Where it is agreed that the school will administer short-term and long-term medication the following applies;

- each item of medication must be delivered to the School Office by the parent/carer,
- each item of medication must be in a secure, labelled container as originally dispensed,
- each item of medication must be clearly labeled with the following information:

pupil's name

name of medication

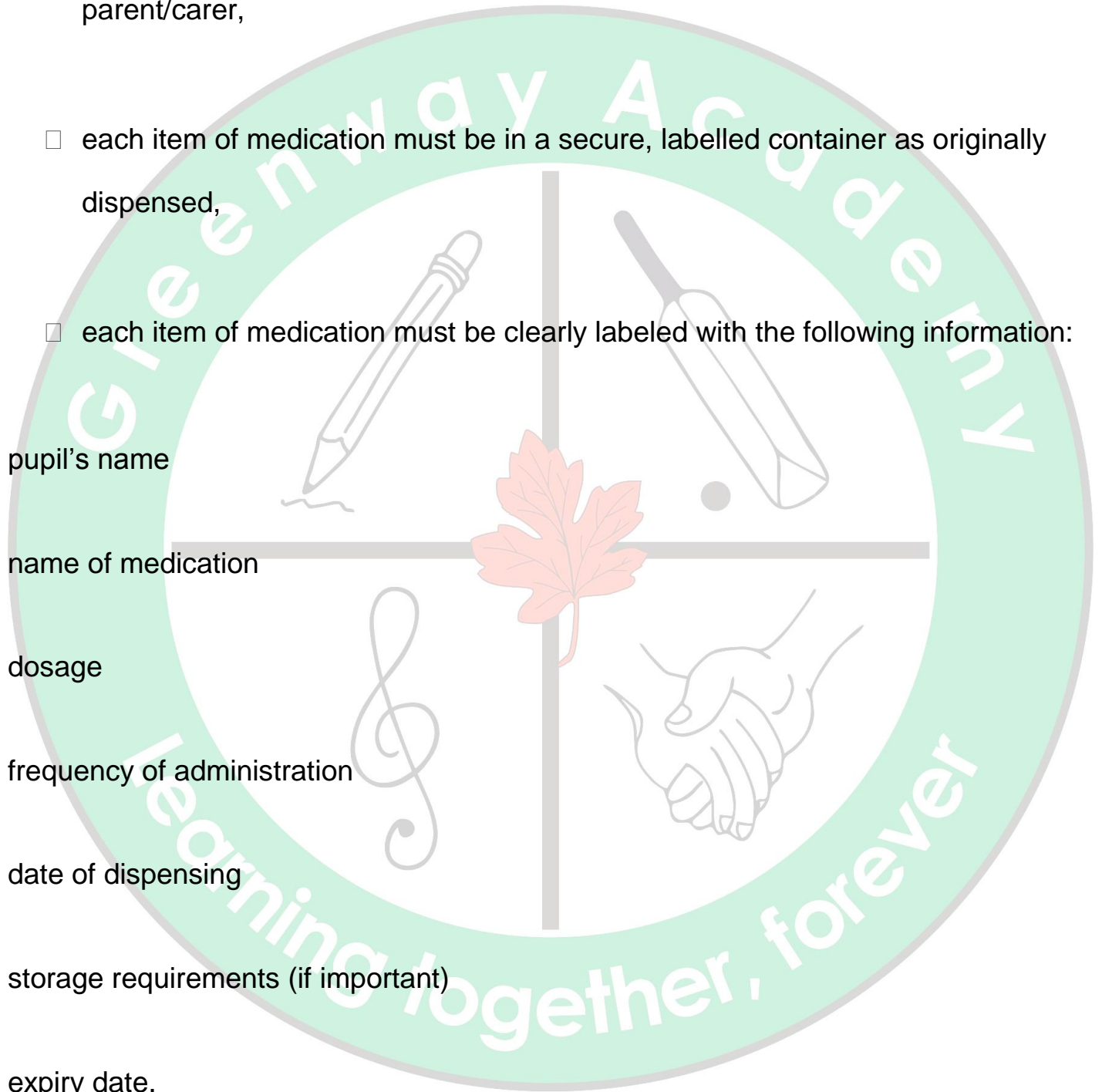
dosage

frequency of administration

date of dispensing

storage requirements (if important)

expiry date.



The school will not accept items of medication in un-labelled containers.