

Supporting Pupils with Medical Needs

Rationale

We accept pupils with medical needs under our normal admissions procedures. We recognise that during their time in school pupils may develop medical conditions. We are committed to supporting pupils with medical conditions, which includes their physical and mental health.

We want all of our pupils to play a full and active role in all aspects of school life. No child with a medical condition will be denied the opportunities that are available to other pupils because of their medical needs. We will ensure that pupils' health is not placed at unnecessary risk from, for example infectious diseases or an inability to meet his/her needs, and therefore we will not admit a child at times where it would be detrimental to the child to do so.

Roles and responsibilities

The proprietor will:

- ensure that staff are suitably trained to deal with medical conditions
- ensure that there is a register of medical needs and that all staff are aware of the medical needs of individuals
- ensure that arrangements to cover absence include the availability of a suitably trained person to support any medical needs
- ensure that any supply teachers receive information about pupils with medical needs
- carry out risk assessments for school visits and other activities outside of the school day
- monitor individual health care plans.

Procedure to be followed when a notification of a medical condition is received

When a notification is received the proprietor and SENDCo will discuss the situation with parents and, if possible, medical practitioners. The school will identify any additional resources which are required and determine who will be responsible for the cost and how staff will be trained to carry out any additional responsibilities. The school will not wait for a formal diagnosis before providing support for pupils and will attempt to put any arrangements in place within two weeks.

Individual Medical / Health Care Plans (Appendix 1)

A medical / health care plan questionnaire is included in the induction pack and is issued to all new pupils. Any parent or carer reporting that their child has an ongoing medical condition such as epilepsy, asthma or diabetes or a more complex condition will be asked to complete an individual medical / health care plan. This will be updated annually or when a concern arises. We will assess and manage risks to the pupil's education, health and well-being and seek to manage any disruption. Some children may have an emergency healthcare plan prepared by their lead clinician that may inform their individual medical / health care plan.

The Individual Medical / Health Care Plan includes:

- the medical condition, its triggers, signs, symptoms and treatments
- the child's needs, including medication (dose, side effects and storage) and other treatments, time , facilities, equipment , testing and access to food and drink where this is used to manage the condition
- the child's dietary needs and environmental issues (allergies, mobility, risk of infection)
- specific support for the child's educational, social and emotional needs, for example absences, rest periods, additional time in examinations, support for catching up with work
- the level of support needed, if a child is self-managing this should be clearly stated
- support needs
- who needs to be aware of the child's condition
- arrangements and written permission for medication to be administered by staff or self-administered by the pupil
- arrangements for learning outside of the classroom and any specific risks
- what to do in an emergency, including who to contact and contingency plans
- the name of the person with responsibility for supporting the child

The original copy of the signed individual medical / health care plan will remain in school and a copy will be sent to the child's parent or carer and to the named person in school. The class copy will be evaluated at the end of each term and any information used to inform the following year's plan. All class copies will be retained in the pupil's file.

Roles and Responsibilities

All staff are responsible for supporting pupils with medical needs.

The Proprietor

- makes arrangements to support pupils with medical conditions, including ensuring that a policy is developed and implemented
- ensures that a pupil with medical needs is supported and enabled to participate fully in school life
- ensures that staff are suitably trained and competent
- ensures that staff who provide support for pupils with medical conditions can access information and teaching materials when needed
- ensures that all staff understand their roles and responsibilities
- ensures that there is a medical register that is shared with all staff so that everyone is aware of pupils with medical conditions and their specific needs
- ensures that sufficient trained staff are available to implement the policy and deliver all medical / health care plans, including in emergency situations
- ensures that staff are insured to carry out this responsibility

SENDCo

- keeps a register of medical needs
- liaises with medical professional as required
- ensures that staff are suitably trained
- supports school staff on implementing an individual healthcare plan

- evaluates the provision made for pupils and identifies any areas for improvement

Teachers and support staff

- provide support for pupils with medical conditions, including the administration of medicines, although they are not required to do so
- receive sufficient training to achieve competency before taking on the responsibility for pupils with medical needs
- take account of pupils' needs when planning lessons or events
- carry out risk assessments as required

Parents and carers

- must provide the school with up-to-date information about their child's needs
- participate in the evaluation and review of their child's individual medical / health care plan
- carry out any actions that have been agreed during the evaluation of the individual medical / health care plan, including providing medicines and equipment
- ensure that they or another named adult are contactable at all times

Staff Training and Support

Staff will be supported in their role through appropriate training, see training record. Training needs are evaluated regularly and training is provided by an appropriate person. No member of staff will support a pupil or administer medication without appropriate training.

Pupils' role in managing their medical conditions

Where pupils are deemed competent to manage their own medical needs and medicines, by their parents and medical professionals, they will be supported to do so.

Medicines in school

Medicines will only be administered in school where it would be detrimental to a pupil's health or attendance not to do so. No pupil will be given medicines without their parents' written consent – see Appendix 2. The school will only administer medicines which are in date, correctly labelled and in the original container, the only exception to this is insulin which may be available in an insulin pen or pump rather than its original container.

All medicines are stored safely in the pupil's classroom or in the locked medicine cupboard in the ground floor treatment room (G07). Pupils deemed competent by their parents, will manage their own asthma inhalers. Blood glucose testing meters and adrenaline pens will always be readily available and will not be locked away, including when pupils are outside of the school premises. Pupils will know where their medicine is at all times but will not be required to collect it from the treatment room or other area; the medicine will always be brought to the pupil.

Any medicine which is no longer required will be returned to parents for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps. A pupil who is prescribed a controlled drug may legally have it in his/her possession if they are competent to do so but passing it to another pupil for use is an offence. The school will monitor the use of prescribed drugs and will keep controlled drugs in a locked container that is only accessible to staff. Controlled drugs will be accessible in an emergency. A record will be kept of the doses used and the amount of the controlled drug held. School

staff will administer a controlled drug to the child for whom it has been prescribed. It will be administered in accordance with the manufacturer's instructions by trained staff or parents.

The school will keep a record of all medicines administered to individuals stating what, how much, how and by whom it was administered. Any side effects of the medicine will be noted on the log and parents or carers informed.

All medication held by the school will be sent home at the end of the academic year. Parents/carers are required to write a new individual medical / health care plan at the start of each academic year. Parents are required to provide the school with new, in-date medication, in the original packaging, at the start of each academic year. If the individual medical / health care plan is not renewed the school will assume that the child no longer has a medical condition.

The school will not administer any medicines without parental consent. The school will administer prescribed or non-prescribed medicine in accordance with the individual pupil's medical / health care plan, as agreed to and signed by parents.

The school holds a supply of Paracetamol, Ibuprofen, and Piriton (for allergic reactions to possible wasp or bee stings) kept securely on the premises. The school requires parental consent to administer these medicines, should it be necessary. These medicine will only be administered if absolutely necessary and after permission has been obtained from parents/carers, i.e. via the form below or the consent section on the Pupil Admission Form. Staff will use the guidelines stated on the bottle for the correct dosage for the child's age. Any pupil receiving Paracetamol or Ibuprofen for a temperature will be required to go home unless otherwise agreed by the head of school. If it is felt that there is a need to administer medicine, we will continue our practice of contacting parents to inform them if we have or can give the medication, unless they have informed us otherwise on the day.

If the pupil has been at school **longer than 4 hours** and we are unable to contact the parents, we will administer the medicine using the consent, if given, on the below form or Pupil Admission Form. If the pupil has been at school for **less than 4 hours**, we will be unable to administer this without 'on-the-day' parental consent.

No ibuprofen will be given to pupils diagnosed with Asthma.

Record Keeping

Written records are kept of all medicines administered to pupils – see Appendix 3. Parents and carers are informed if their child has been unwell at school. If a pupil has had an accident parents will receive a copy of the accident form.

Medical / Health Care Plans and other documents are retained by the school until the child is 25 years old after which they will be securely disposed of. Child protection files are retained for 25 years from the date of birth of the child, the file is copied to any other school the child may attend.

Emergency Procedures

Individual medical / health care plans will dictate the procedure the school must follow in the event of an emergency. All staff are aware of emergency symptoms and procedures. Pupils in the class will know that they should inform an adult in an emergency. The school will notify parents of the emergency as soon as possible, at least one parent must always be contactable.

If a pupil needs to be taken to hospital a member of staff will stay with the child until a parent arrives, this includes accompanying the child in an ambulance and taking the healthcare plan and any medication to the hospital.

Outdoor activities, day and residential trips and sporting activities

Pupils with medical conditions must always participate in these events. The school will assess any risks and will put appropriate support in place so that all pupils can participate.

- older pupils should always carry their own inhalers, administering them when necessary, teachers will carry inhalers and spacers for younger pupils and will administer them as necessary. If an inhaler does not have the desired effect emergency procedures will be implemented, every asthmatic pupil will always have an inhaler in school
- teachers should not assume that every pupil with the same condition requires the same treatment and should always refer to the pupil's individual medical / health care plan
- teachers should not ignore the views of the pupil or parent or medical advice
- teachers should not send pupils home on a regular basis for reasons connected with their condition or prevent them participating in the full range of activities, unless this is stated on their medical / health care plan.
- staff should not send a pupil who becomes ill to the school office, appropriately trained staff should always come to the pupil, staff should remove other pupils from the room/area
- staff/ the school should not penalise pupils for their attendance record if absences are related to their condition and unavoidable
- staff should not prevent pupils from eating, drinking or taking toilet breaks in order to manage their condition

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Version	Amendment	By	Date
1.0	Initial release	H Peacock	January 2020
1.1	Minor spelling and formatting changes. Amendment to Medicines in school section	D Hearn	22/07/2020

Appendix 1 – Individual Medical / Health Care Plan

Child's Name	
Date of Birth	
Class	
Year Group	
Address	
Medical Condition	
Date Information Received	
Review Date	
First Contact Name	
Relationship to child	
Work phone number	
Mobile phone number	
Home phone number	
Email	
Second Contact Name	
Relationship to child	
Work phone number	
Mobile phone number	
Home phone number	
Email	
Hospital Contact/GP	
GP phone number	
Support person in school	
Medical Information, symptoms, triggers, signs, treatment, equipment etc.	
Medication, name dosage, method of administration, side effects, contra indications. Expiry date.	
Daily Care (if applicable)	
Specific support for child's educational, social, and emotional needs.	
What do you consider to be an emergency? What action should the school take?	
Arrangements for outdoor learning, visits and activities	
Any other information	

Appendix 2 - Parental Agreement for School to Administer Medication

Consent for medicines provided by the parent

The school will only administer medication in accordance with parental consent. Medication provided by parents must;

- be in the original packaging
- be in date
- be clearly labelled with the child's name and date of birth
- be clearly labelled with the date it was prescribed (for prescription medicines)

All medicines will be returned to parents at the end of the academic year. Antibiotics and other short term prescribed medicines may be collected from the school at the end of each day. Medicines will not be sent home with children.

This information is, to the best of my knowledge, accurate at the time of completion. I give my consent for the staff of Atelier 21 to administer medication and provide emergency treatment to my child in accordance with the school's Supporting Children with Medical Needs Policy. I will inform the school immediately if there is any change in dosage or frequency or if the medication and /or support is no longer required.

Signed Parents/Carers _____

Print Name: _____ Date _____

Consent for medicines provided by the school

The school holds a supply of Paracetamol, Ibuprofen, and Piriton (for allergic reactions to possible wasp or bee stings) kept securely on the premises. The school requires parental consent to administer these medicines, should it be necessary. These medicine will only be administered if absolutely necessary and after permission has been obtained from parents/carers, (i.e. via the consent section on the Pupil Admission Form or this consent below). Staff will use the guidelines stated on the bottle for the correct dosage for the child's age. Any pupil receiving Paracetamol or Ibuprofen for a temperature will be required to go home unless otherwise agreed by the head of school. If it is felt that there is a need to administer medicine, we will continue our practice of contacting parents to inform them if we have or can give the medication, unless they have informed us otherwise on the day.

If the pupil has been at school **longer than 4 hours** and we are unable to contact the parents, we will administer the medicine using the consent given here or on the Pupil Admission Form. If the pupil has been at school for **less than 4 hours**, we will be unable to administer the medicine without 'on-the-day' parental consent. No ibuprofen will be given to pupils diagnosed with Asthma.

I give my consent to the above practice unless otherwise agreed:

Signed Parents/Carers _____

Print Name: _____ Date _____

Appendix 3 - Record of Medicine Administered to a Pupil

Pupil's Name:

Class:

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

Dosage, method and timing:

Record to be completed each time a child receives medication

Date		
Time given		
Dose given		
Staff members name		
Staff initials		
Date		
Time given		
Dose given		
Staff members name		
Staff initials		
Date		
Time given		
Dose given		
Staff members name		
Staff members initial		

Appendix 4 - Staff Training Record

Name:	
Position:	
Type of Training:	
Date Training Completed:	
Training Provided by:	
I confirm that I have received the above training	
Name	
Signature	
Date	
Training Review Date	
I confirm that xxxx has received the training and is competent to administer medication or treatment.	
Proprietor Name	
Signature	
Date	