

## **Supporting Pupils with Medical Needs**

### **Rationale**

Atelier 21 is a selective school. 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 Healthcare Plans (Appendix 1)**

A health questionnaire is included in the application 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 healthcare plan. This will be updated annually or when a concern arises. We will assess and manage risks to the child'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 healthcare plan.

The Individual Healthcare Plan includes:

- the care plan provided by medical professional if provided which shows the main guidance to follow
- 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 healthcare 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 child's file.

## **Roles and Responsibilities**

All staff are responsible for supporting children 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 healthcare 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 healthcare plan
- carry out any actions that have been agreed during the evaluation of the individual healthcare 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 child or administer prescribed medication without appropriate training.

## **Pupils' role in managing their medical conditions**

Where children 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 child's health or attendance not to do so. No child will be given medicines without their parents' written consent.

Medications provided by parents are required to be signed into the office with parental written consent.

The school will only administer prescription 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 with appropriate corresponding form.

All medicines are stored safely in a classroom if an inhaler or auto-injector or within a locked cupboard in the treatment room, 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. Children will know where their medicine is at all times but will not be required to collect it from the office or other area, the medicine will always be brought to the child.

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 child 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 child 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 medication form 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 healthcare 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 healthcare plan is not renewed the school will assume that the child no longer has a medical condition.

The school will not administer any non-prescription medicines without written parental consent.

## **Record Keeping**

Written records are kept of all medicines administered to children. Parents and carers are informed if their child has been unwell at school. If a child has had an accident parents receive a phone call followed by an email to confirm the details of the accident and any first aid administered.

Individual 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 healthcare plans will dictate the procedure the school must follow in the event of an emergency. All staff are aware of emergency symptoms and procedures. Children 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 child 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.

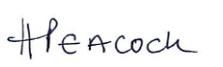
## **Outdoor activities, day and residential trips and sporting activities**

Children 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 children and will administer them as

necessary. If an inhaler does not have the desired effect emergency procedures will be implemented, every asthmatic child will always have an inhaler in school

- teachers should not assume that every child with the same condition required the same treatment and should always refer to the individual health care plan
- teachers should not ignore the views of the child or parent or medical advice
- teachers should not send children 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 healthcare plan.
- staff should not send a child who becomes ill to the school office, appropriately trained staff should always come to the child, staff should remove other pupils from the room/area
- staff/ the school should not penalise children for their attendance record if absences are related to their condition and unavoidable
- staff should not prevent children from eating, drinking or taking toilet breaks in order to manage their condition

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Document Review			
Version	Amendment	By	Date
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1.1	Update to medication in school	Danni Hayes	13/05/2021
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