



# Supporting pupils with medical conditions

**Primary and Secondary Academies**

February 2018

## Rationale

Section 100 of the [Children and Families Act 2014](#) places a duty on academy schools to ensure arrangements for supporting pupils with their medical conditions are in place. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from an academy on medical grounds alone.

However, teachers and other academy staff in charge of pupils have a common law duty to act '*in loco parentis*' i.e. they 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.

## Definitions

Pupils' medical conditions may be summarised as being one of two types:

- **Short-term**

This can affect pupil participation in school activities while they are on a course of medication. This usually requires parents to complete and return a 'Medical Information Consent Form'.

- **Long-term**

Potentially limits pupil access to education and requiring extra care and support. This usually requires an Individual Healthcare Plan.

## Process

**The prime responsibility for a child's health lies with the parents, who are responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child.**

We may take advice and guidance from a range of sources (such as Health professionals or 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)

Parents will be encouraged to co-operate in training their children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative. Parents are responsible for advising or training staff on the administration of prescription medication (in line with the printed advice that accompanies the medication). Staff will receive professional training where this is required.

Where parents have asked the school to administer prescribed medication for their child they must complete and return a consent form to allow us to do so (Please see **APPENDIX 2**).

This also ensures that the school is able to comply with the requirement to keep adequate records. The school will only administer essential medication to a child where it would be detrimental to their health not to do so during the school day.

Medicines must be properly presented by parents to the medical officers via the academy office.

Individual healthcare plans will be reviewed annually or earlier if evidence is presented that the child's needs have changed.

## **Commitment**

Once any need for additional support has been identified, we are committed to ensuring that the relevant staff across our academies are made aware of and, where appropriate, are trained so that they may provide it to those children (including, but not limited to, children with a physical disability or those with a statement of special educational needs).

Our academies will not create any unnecessary barriers to prevent children participating in any aspect of school life. Staff must allow pupils themselves to manage their medical condition effectively in line with their individual healthcare plans.

We will: -

- Welcome and support pupils with medical conditions and make arrangements for them based on good practice.
- Assist parents in providing medical care for their children by developing healthcare plans on notification of their child's medical condition.
- Educate staff and children in respect of providing support to children with medical conditions.
- Arrange suitable training for staff, as required, to support pupils with medical conditions.
- Liaise, as necessary, with parents and medical services in support of the individual pupil.
- Provide emergency support to children in line with their individual healthcare plans.
- Ensure that all children with medical conditions participate in all aspects of school life.
- Monitor and keep appropriate records.
- Provide information on school policies, plans, procedures and systems.

## **Entitlement**

Our academies accept that pupils with medical conditions:

- Should be assisted if at all possible;
- Have a right to the full education available to other pupils;
- Should be enabled and supported (where appropriate) to achieve full attendance;
- Receive necessary proper care and support.

Our academies accept that all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive training as appropriate and work to clear guidelines;
- Bring to the attention of management any concern or matter relating to supporting pupils with medical conditions.

## Unacceptable practice

While academy 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
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities (including lunch) unless this is specified in their individual healthcare plan following risk assessment
- 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.
- Send a child to the school office / medical room unaccompanied or with someone unsuitable if they are considered too ill to go alone
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents, or otherwise make them feel obliged, to attend school to administer prescribed medication or provide essential medical support to their child.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

## Expectations

- The Board of Trustees, Chief Executive Officer and academy governors will ensure that the academy policy enables provision of effective support for medical conditions and focusses on the needs of individuals in ensuring that pupils and parents have confidence in our academies ability to provide effective support.
- **Head teachers** will ensure that the appropriate staff in their academy are aware of the policy and that they understand their role in its implementation.
- All **relevant staff** will be made aware of the requirements of those pupils with medical conditions and follow pupils' individual healthcare plans where they apply; particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal academy hours or off the academy site. This could also extend to a need to administer medication or call for help from the emergency services.
- **Healthcare professionals** may also provide notification, support and advice.
- **Pupils** are to provide information and be part of discussions about their medical support needs.
- **Parents** should provide the academy with sufficient and up-to-date information about their child's medical needs.

## Administering and storage of medicines

- Only named staff members will give medicines (Please see **APPENDIX 1**).
- Before administering any medicine, staff must check that the medicine belongs to the child, that the dosage they are giving is correct, and that written permission has been provided by the parent(s) / carer(s).
- Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.
- All prescribed medicines, including those requiring refrigeration, will be stored securely and access is restricted to the named persons (Please see **APPENDIX 1**)
- All medicines must be clearly labelled and in the original container as dispensed by the pharmacy including, where appropriate, dosage sticker.
- Staff will record any doses of medicines given
- Pupils must have easy and appropriate access to their medications at all times (including school trips, PE, sporting events and during before and after school clubs).
- Asthma inhalers are kept in the academy office. Pupils will have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All children with an inhaler must take them on educational visits, however short in duration. (Where it is self-administered, pupils' dosage does not need to be recorded).

## In an emergency

In an emergency situation staff will provide all possible first aid support by utilising the information contained within a child's care plan.

Where a care plan does not exist, staff will use their own judgement and knowledge or based on their first aid training this and this may include accessing emergency medical support by calling emergency services or for an ambulance.

All efforts will be made to contact parents at the earliest opportunity should a medical emergency occur. It is therefore imperative that parents ensure the academy is kept up to date with emergency contact details.

## Complaints

Any complaints are to be made in writing to the head teacher and will be dealt with in line with the school's **complaints procedure**, a copy of which is available on our website.

## List of staff who can administer medication at each academy

	<p>Florentia Elia Jade Edwards Julie Woolmer Stella Sofocleous Zoe Coonjah</p>
	<p>Gary Collison Antonia McCue</p>
	<p>Helen Economides Thalia Zindilis Nel Fevsi</p>
	<p>Laura Pearce Lorraine Brown Lydia–Marie Pavlou</p>
	<p>Bertan Ekinic Julia Costas Kate Gold</p>
	<p><b>First aid and medical support</b> CHAT Medical officer   <a href="#">Şerin D'Ogullari</a></p>

## Parental Consent Form for Medication

The academy will not be able to give your child medicine unless you complete, sign and return this form. Please attach additional sheets if required.

Academy (please tick): -

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
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### Details

**PUPIL NAME:** \_\_\_\_\_

Date of birth: \_\_\_\_\_

Illness / medical  
condition: \_\_\_\_\_

**Name of Medicine(s):** \_\_\_\_\_

Medicine expiry date: \_\_\_\_\_

How much to give /  
dosage and method? \_\_\_\_\_

When / how often? \_\_\_\_\_

**Prescribed medicine must be in the original container as dispensed by the pharmacy including dosage sticker**

Any other instructions? \_\_\_\_\_

Known side effects? \_\_\_\_\_

Self-administered? Please tick either Yes  or No

Quantity to be given to  
the academy: \_\_\_\_\_

Specific procedures to  
be taken in an  
emergency? \_\_\_\_\_

### Details (continued)

**PARENT / CARER NAME:**

Relationship to child:

Address:

Daytime contact number:

GP name and contact details:

GP telephone number:

### Authorisation

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the supporting pupils with medical conditions policy.

I understand that I must deliver the medicine personally to the academy medical officer(s).

I will inform the academy immediately, and in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Name of Parent / Carer ..... Date: .....

Signature .....