



BAMFORD ACADEMY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Next Review September 2021

To be reviewed annually

Definition

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

- (a) Short-term, affecting their participation in school activities when they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools 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 school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Bamford Academy 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 need.

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

Our Aims

- To support pupils with medical conditions, so that they have full and equal access to education, including physical education and extra curricular activities
- To ensure that school 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 for children where necessary
- To respond sensitively, discretely and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While school 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
- 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
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Bamford Academy 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. Staff at Bamford Academy receive appropriate training and will have clear guidelines written in either an Intimate Care Plan, an individual health care plan or the permission letter for the administration of medication. However, we also recognise that employees have rights in relation to supporting pupils with medical needs and employee may choose whether or not they wish to be involved. Relevant staff will also receive appropriate training and work to clear guidelines.

Staff will also bring to the attention of Senior Leadership any concern or matter related to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child

- Parents will complete a 'Request for the Administering Medicines Form' where a child needs a short course of medicines and deliver this to the school office for the Chair of Governors to authorise and approve
- Parents will supply school 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 school are in date and clearly labelled
- Parents will ensure that at the end of a course of medication or medication that is out of date will be collected by them
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications of the school life of that individual. Relevant staff will be trained accordingly.
- Bamford Academy 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 (for example, an inhaler)
- School 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 between schools will be completed in such a way that Bamford Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- 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
- School staff will follow advice in how to administer medicines safely and apply protective measures required to keep child and staff member safe

Procedure

The Board of Trustees of Bamford Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. Risk Protection Arrangement for Academy Trusts (R.P.A. - UPN 137471)

Information

All children with a medical condition will be recorded in the school management system and a system of class passports is held in the office medical file; lunchtime floating first aider files and pastoral leaders file. Each class bubble teacher and staff also has a list of the medical conditions for the class bubble. This will contain a profile picture and key notes about the medical condition and its treatment.

Where children are required to take medication for a medium /long term medical condition ie. asthma; diabetes eczema creams etc; an individual health care plan is created between school health, school and the parents detailing the condition and when, who, where and how medication is to be administered along with any other necessary information about protective controls / measures. These are kept in an accessible medical

folder by each class teacher in a confidential place, so that any covering teachers are able to quickly assess the medical needs of children in their care.

First aiders are able to safeguard children through their own copy of pupil medical conditions which is carried in the first aiders bags so they can be referred to.

Children with a medical condition who may require emergency rescue medication, e.g. epilepsy, diabetes, asthma, severe allergies; will have their names and an Individual Healthcare Plan clearly accessible in their classroom, for all adults with responsibility to safeguard children in the class as well as each of the above places that the child accesses.

When the parent or healthcare professional informs the Academy that a pupil has been newly diagnosed, is under investigation, is due to attend a new school, is due to return after a long term absence or that their medical needs have changed, the inclusion leader will discuss the child's medical needs with the parent and healthcare professionals (where this is appropriate) and carry out a risk assessment to identify what support the pupil needs, how long the child will require this support and what adjustments will need to be made to support the pupil, including the storage of any equipment or medicines involved required. Following this assessment, the child's health care needs will be added to the school Medical Register and an individual health care plan may need to be written about when medication may need to be given, what the medication is and how much medication is required. Where this is the case, input from healthcare professionals will be sought and identified Academy staff trained appropriately.

It is the responsibility of the designated member of staff to draw up these health care plans in liaison with the parents, health professional and GP's to monitor and review these on a yearly basis or as the child's medical needs change.

In an emergency

In a medical emergency, the school's First Aiders: Mrs Hegazy, Mrs Watson, Mr Officer Ms Mayren, and Mr Gomez will be asked to initially attend and assess the injury/medical condition of the individual requiring treatment. At lunchtime, we have 3 floating first aiders on duty to attend to any incidents.

If an ambulance needs to be called, staff will:

- Outline the full condition, a description of the sign and the symptoms, the timings and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should 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. Any medication given will also be given to the paramedics.

Administration of medicines

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must complete the school 'Request for the Administration of Medicines' form (this can be found along with this policy on the school website or obtained from the school office) and submitted to the Chair of the Directors (Mr Powell) through the school office before any medicine is administered. This form may be completed electronically and scanned and/or emailed from a personal email address to the school office admin email address (admin@bamfordacademy.co.uk). Authorisation must be obtained from the Chair of Governors before medicine is accepted into school. If medication cannot for any reason be approved at the point of dosage, the parent/guardian is responsible for ensuring it is administered until approval has been given. It is the Academy's aim to give a reply within the school day.

Once authorised medicines will be clearly labelled and stored according to their storage instructions - in the school office or in a secure fridge.

Medicines to be given during the school day must be in their original container and be prescribed from a GP with the child's name and dosage label on the front. The medication must be in date. It is the responsibility of parents/carers to ensure that the school is supplied with medicines in date. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be taken and if necessary administered on Educational Visits, subject to the conditions above. This will form part of the risk assessment. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, 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 in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines Log (located in the school office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children on any educational visits or outside learning, for ease of access during outside activities.

All prescribed medicines and controlled drugs will be kept in a locked cabinet in the school office. Access to these medicines is restricted to the named persons.

Text pens/Epi-pens are kept in a central position in the school office, so that these is readily available during all times in the school day.

Staff will record any doses of medicines given in the Medicine Log. Children self-administering asthma inhalers will record their dose in their asthma book and parents will be informed in writing in the child's personal organiser.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen - Trained staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made. The Epi-pen must be retained and given to the paramedics along with the time it was administered.

Complaints

Should parents be unhappy with any aspect of their child's care at Bamford Academy, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. 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 Principal. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Bamford Academy Complaints Procedure.

Trained Staff

School First Aiders (First Aid at Work - full certificate) are:

Mrs S Hegazy - School office (February 2021)

Mrs M Watson - TA (September 2023)

Ms L Mayren - Class teacher (January 2023)

Mr A Officer - Learning Mentor and Peacocks / LTO Manager (May 2021)

Mr J Gomez - Spanish teacher (November 2023)

Named persons in school office for administering medicines:

Mrs Watson - Office Administrator

Mrs Hegazy - Office Manager

Addendum to Policy during Covid 19

This policy will remain in place during Covid 19. All first aiders / staff member responsible for administering medicines will ensure control measures such as hand hygiene and personal protective equipment as advised by Public Health England and school health professionals are worn to protect both child and staff member. This will be shown on the individual health care plans. Staff members and children will not attend school if they display any one of the symptoms of Covid 19: a new continuous cough, a high temperature and a loss of sense of taste and/or smell and will alert others if they develop any of these whilst in school.

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September 2020

Approved by the Governors of Bamford Academy on: Date September 2020