

The Rural Enterprise Academy



# Supporting Children with Medical Conditions Policy

Approved by Governors: **December 2017**

Review Period: **3 years**

Review by: **December 2020**

## 1. Definition

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

(a) **Short-term**, affecting their participation in Academy activities which they are on a course of medication.

(b) **Long-term**, potentially limiting their access to education and requiring extra care and support

## 2. Academy Ethos

2a. Academies 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 Academy. 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. The Rural Enterprise 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.

2b. The Children and Families Act 2014 places a duty on Academies to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to the Academy as other children and cannot be refused admission or excluded from the 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' 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 Academy 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 Academy with all relevant information needed in order for proficient care to be given to the child. The Academy 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/carers 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).

## 3. Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that Academy staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer 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 where necessary, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## 4. 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 / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Healthcare Plan
- Penalise children for their attendance record where this is related to a medical condition whilst encouraging pupils to attend whenever possible
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require Parents/carers to administer medicine where this interrupts their working day
- Require Parents/carers to accompany their child with a medical condition on a Academy trip as a condition of that child taking part

## **5. Entitlement**

The Rural Enterprise 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. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the senior leadership any concern or matter relating to the support of pupils with medical conditions

## **6. Expectations**

It is expected that:

- Parents/carers will inform the Academy of any medical condition which affects their child.
- Parents/carers will supply the Academy with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents/carers will ensure that medicines to be given in Academy are in date and clearly labelled
- Parents/carers 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 for the Academy life of that individual
- Academy staff 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)
- Academy 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

- In the event that a child transfers to another school, transitional arrangements between schools will be completed in such a way that The Rural Enterprise Academy will ensure full disclosure of relevant medical information, healthcare plans and support needed in good time for the child's receiving Academy 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

## **7. Procedure**

The Governing Body of The Rural Enterprise Academy will ensure that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

## **8. Information**

Any member of staff who comes into contact with a child with a serious medical condition will be given copies of the relevant health care plan or directed to where an electronic version can be found. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an individual healthcare plan clearly accessible and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's PROGRESSO (MIS system) records and this information will be provided to class teachers annually.

## **9. In an emergency**

9a. In a medical emergency, staff have been appropriately trained to administer emergency first aid if necessary. If possible, the Academy's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, Parents/carers' names and any known medical conditions.

9b. Wherever possible the Academy will try to contact parents and ask them to accompany their child to hospital, if this is deemed necessary. However if this is not possible 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. Whilst parents/carers must always be called in a medical emergency, they do not need to be present for a child to be taken to hospital.

## **10. Administration of medicines**

10a. Only essential medicines will be administered during the Academy day. These will be only those prescribed by a doctor. Parents/carers must submit a written permission letter before any medicine is administered. Medicines to be given during the Academy day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

10b. Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit. Named staff members will give medicines. 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 Academy will not be made to do so, and parents/carers will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the Academy reception office).

10c. All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) will be carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

10d Controlled drugs or prescribed medicines will be kept in the locked cabinet in the reception office. Access to these medicines is restricted to the named persons. Epi-pens are kept in locked cupboards in the reception office.

10e Staff will record any doses of medicines given in the medicine book. Children self-administering asthma inhalers do not need to be recorded.

10f Inhalers are kept with the child and if necessary parents/carers can ask for a spare inhaler to be kept in reception. Children have access to these inhalers at all times, though they 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.

**11. Epi-pen** Any member of 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 and parents will be informed.

## **12. Complaints**

Should Parents/carers be unhappy with any aspect of their child's care at The Rural Enterprise Academy, they must discuss their concerns with the Academy. This will be with the child's form 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/carers must make a formal complaint using the The Rural Enterprise Academy Complaints Procedure.

## **13. Trained Staff**

The Academy has a list of trained first aiders. The list is updated and new staff trained if anyone with this designation resigns. The Business Manager ensures that training is up to date and appropriate.

### **Named people for administering medicines:**

Lorraine Makin – Principal

Alice Corrigan – Vice Principal

Sarah Walker – Business Manager

Sarah Moore - Receptionist