



Supporting children with medical conditions Policy

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1. The Legal Framework and Aims

Students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. In making decisions about the support we provide, Farnborough Spencer Academy will establish relationships with relevant local health services to help us.

We understand that medical conditions should not be a barrier to learning, we aim to include all students with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum. In addition to any educational impacts, there are social and emotional implications associated with medical conditions.

1.1 The Legal Framework

This policy takes careful account of the statutory provisions covering supporting students with medical conditions. They are:

- The Equality Act 2010
- Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010.
- The Children & Families Act 2014, Section 100:
- Students with medical conditions should be properly supported so they have full access to education, including school trips and physical education
- Governing bodies must ensure that arrangements are in place in schools to support students at school with medical conditions.

Governing bodies should ensure that Academy leaders consult health and social care professionals, student and parents/carer to ensure that the needs of children with medical conditions are effectively supported.

Students will be informed and regularly reminded about this policy through the Tutor Programme and Personal, Social and Health Education (PSHE) 'drop down days'.

1.2 Aims

Farnborough Spencer Academy aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in the Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.

We aim to:

- provide effective support for medical conditions in the Academy;
- ensure that arrangements are in place to support students with medical conditions, allowing each student to access and enjoy the same opportunities at Farnborough Spencer Academy as any other student, including participation in Academy visits and sporting activities;
- ensure that support is focused on the needs of each individual student and how their medical condition impacts on their Academy life;
- ensure that staff are properly trained to provide the support that students need;

- ensure that Medical Protocols are kept up to date and are accessible to all staff members of the Academy;
- ensure that we assess and manage risks to the student's education, health and social wellbeing
- ensure that, where appropriate, students are able to manage their own health needs and medicines.

2. Medical Protocols

2.1 Medical Protocol Uses

Medical Protocols (MP) help to ensure that the Academy effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom. They are essential, particularly in cases where there is a high risk that emergency intervention will be needed. Not all students will require an MP and the Academy, healthcare professional and parent/carer will agree whether a MP is appropriate.

Parents at Farnborough Spencer Academy are asked if the student has any health conditions or health issues on the enrolment form, which is filled out when they start at the school.

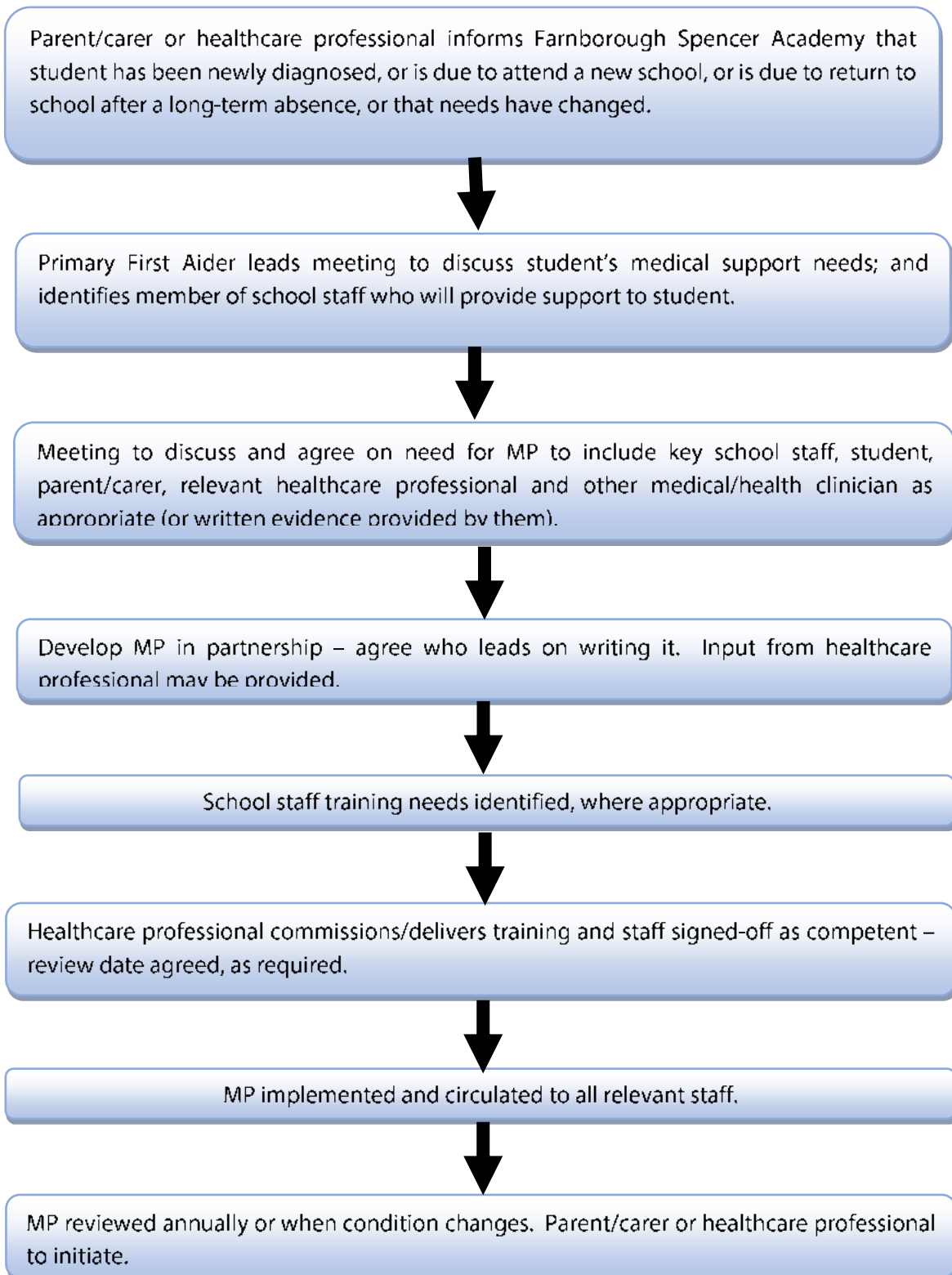
At Farnborough Spencer Academy MPs can be found on the staff shared area and linked documents for individual students on SIMS. These documents will record:

- The medical condition, triggers, signs, symptoms and treatments;
- The student's resulting needs, including medication, dietary requirements, environmental issues and other treatments;
- Specific support for student's educational, social and emotional needs;
- The level of support needed including in emergencies;
- Who will provide support and their training needs;
- Permission for medication to be administered by a member of staff or self-administration by student;
- Arrangements for school trips;
- What to do in an emergency, including whom to contact.

When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Medical Protocols of students in their care.

The Academy ensures that all staff protect student confidentiality.

2.2 Developing Medical Protocols



2.3 Staff Training

Any member of staff providing support to a student with medical needs will receive suitable training. This will be identified by the relevant healthcare professional in conjunction with the primary First Aider and Continued Professional Development Coordinator.

Only staff who have received appropriate training can give prescription medicines or undertake healthcare procedures. These staff will be listed on each individual students MP as appropriate.

3. Roles and Responsibilities

Supporting a student with a medical condition during Academy hours is not the sole responsibility of one person. Partnership working between Academy staff, healthcare professionals, local authorities, parents/carers and students will be critical. At Farnborough Spencer Academy we will work collaboratively between all those involved with the student to ensure needs are effectively met.

The **governing body** will ensure that:

- arrangements are made to support students with medical conditions at the Academy;
- the policy for supporting students with medical conditions at the Academy is developed and implemented;
- students with medical conditions are supported to enable the fullest participation possible in all aspects of Academy life;
- sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.

The **Principal** has responsibility for:

- ensuring that the policy is developed and effectively implemented with all partners;
- ensuring that all staff are aware of the policy and understand their role in its implementation;
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all MPs, including in contingency and emergency situations;
- ensuring that school staff are appropriately insured to support students;
- ensuring written records are kept of all medicines administered to students.

The **Primary First Aider** are responsible for:

- overseeing of the day-to-day operation of the policy;
- overseeing the provision for students with medical conditions;
- ensuring that all staff who need to know are aware of a student's condition;
- liaising with and working collaboratively with other healthcare professionals;
- liaising with and advising other school staff;
- working with healthcare professionals to identify students with medical conditions;
- overseeing the development of MPs;
- liaising closely with parents of students with medical conditions to agree strategies for support, including informing them if a student has been unwell at school;

- maintaining the Academy's medical register and records;
- assisting in the monitoring and evaluation process of students with medical conditions through the use of school assessment information;
- ensuring all students are fully involved in discussions about their medical support needs;
- Medical Room is maintained effectively;
- All medication and medical devices are labelled with student's full name, expiry date, storage instructions and medical information;
- The expiry date of any medication is recorded and checked regularly;
- All out of date medication is disposed of safely / returned to parents;
- Students who carry their medication with them, have it when they go on a school visit or out of the classroom;
- Medical Protocols are monitored and reviewed at least once a year, with input from students, parents, staff and external stakeholders and updated if required, according to review recommendations and recent local and national guidance and legislation;
- Immediate help is given to casualties with common injuries or illnesses and those arising from specific hazards with the school;
- An ambulance or other professional medical help is called when required.

Class teachers and other Academy staff are responsible for:

- understanding the needs of the students with medical conditions they teach;
- partaking in sufficient and suitable training to achieve the necessary level of competency required to treat students with medical conditions;
- ensuring they are aware of where MPs can be found and reading them regularly;
- ensuring they are able to respond accordingly when they become aware that a student with a medical condition needs help.

Parents* of any student at Farnborough Spencer Academy have a responsibility to:

- tell the Academy if the student has a medical condition;
- ensure the Academy has a complete and up-to-date medical information for the student;
- inform the Academy about the medication the student requires during Academy hours;
- inform the Academy of any medication that the student requires while taking part in school visits and other out-of-school activities;
- tell the Academy about any changes to the student's medication; what they take, when and how much;
- inform the Academy of any changes to the student's condition;
- provide the Academy with appropriate spare medication.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

4. Admissions and Students with Medical Conditions

Farnborough Spencer Academy's admission arrangements are detailed in the Academy's Determined Admissions Policy. Students with medical conditions are entitled to a full education and have the same rights of admission to the Academy as other children. No student with a medical

condition will be denied admission or prevented from taking up a place at the Academy because arrangements for their medical condition have not been made.

5. Managing Medicines at Farnborough Spencer Academy

5.1 Introduction

Students at Farnborough Spencer Academy with medical conditions have easy access to their medication. Students will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition. Medication will only be administered under the supervision of a trained first aid member of staff at the Academy - even if the student can administer the medication themselves.

All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to students. All medication at Farnborough Spencer Academy is kept in a locked safe with the Primary First Aider, or with the individual student (in the case of inhalers or EpiPens).

When a student is off-site their medication will be carried by a first aid trained member of staff, who will be available to support administration of the medicine. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive a copy of the students MP. This is always addressed in the risk assessment for off-site activities.

Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a student misuses medication, either theirs or another student's, their parents are informed as soon as possible. These students are subject to the Academy's usual behaviour management procedure.

If a student refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

5.2 Storing Medicines at Farnborough Spencer Academy

The Primary First Aider ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature.

- It should be the exception rather than the rule for prescribed medicines to be brought into the Academy. Staff cannot be directed to administer medication to students. Any staff who administer prescribed medicines, do so voluntarily.
- Farnborough Spencer Academy will only accept prescribed medicine that is in-date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. (The only exception to this is insulin which will generally be available inside an insulin pen or pump).
- All controlled drugs are kept in a secure cupboard in the Primary First Aider's office and only First Aid trained staff have access.
- Students will know where their medicines are at all times and will be able to access them immediately with a First Aider's assistance.

- Asthma inhalers should not be locked away. Wherever possible students should be responsible for their own inhalers, with a spare inhaler kept in the Primary First Aider's Office, this should be clearly marked with the student's name.
- A student who has been prescribed a controlled must leave this with the Primary First Aider – students will be able to access the medication at appropriate times as detailed in the MP.
- Where possible the Academy will store controlled drugs for students, these will be easily accessible in an emergency. A record will be made of any doses used and the amount of the controlled drug that is held in the Academy.
- Academy staff may administer a controlled drug to a student for whom it has been prescribed. Staff administering the drug will do so in accordance with the prescriber's instructions
- Written records will be kept of all medicines administered to students.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal.
- Sharps boxes will be used for the disposal of needles and other sharps. Sharps boxes are returned to named GP for individual student, when full.
- Whether agreeing or refusing to administer medicines in school, the Principal's decision will be defensible if it is clear that he or she has acted reasonably.
- Any staff who agree to administer medication are aware of the risks and legal liabilities involved.
- Each half term the Primary First Aider checks the expiry and disposal dates for all medication stored at the Academy. Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.
- Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students.
- All medication is sent home with students at the end of the school year. Medication is not stored during the summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- Any medication not returned at the end of academic year is taken to the pharmacy by the Primary First Aider and disposed of appropriately.

5.3 Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.

5.4 Educational Visits

All parents of students with a medical condition attending an Academy trip or overnight visit are asked for consent, giving staff permission to support administration of medication at night or in the morning if required. A discussion is held with the parent about how the medical condition will be managed whilst on the trip. All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Medical Protocol.

Risk Assessments are carried out by the Trip Organiser prior to any out-of-school visit and medical conditions are considered during this process.

Factors the Academy considers include:

- How students will be able to access the activities proposed.
- How routine and emergency medication will be stored and administered and where help can be obtained in an emergency.
- Appropriate staffing to support students (as determined by the established staff to student ratios* and any additional staffing need required to support students with medical conditions).

The Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits. *see school's Educational Visits Policy & Guidance

6. Emergency Salbutamol Inhalers at Farnborough Spencer Academy

6.1 Policy Summary

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by students, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available.

Schools are not required to hold an inhaler; this is a discretionary power enabling schools to do this if they wish. Schools which choose to keep an emergency inhaler should establish a policy or protocol for the use of the emergency inhaler that sets out how and when the inhaler should be used. This will also protect staff by ensuring they know what to do in the event of a child having an asthma attack.

6.2 Storage and Care of the Inhaler

The Primary First Aider is responsible for keeping the emergency salbutamol inhalers stored safely within the Medical Room and accessible to First Aid trained staff. The Primary First Aider will also ensure that:

- on a monthly basis the inhaler and spacers are present and in working order and the inhaler has sufficient number of doses available.
- that replacement inhalers are obtained when expiry dates approach.
- the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.
- Used inhalers are either returned home with students for parents to dispose of or taken to a pharmacy for safe disposal.

6.3 Procedure for use of an emergency inhaler

The emergency salbutamol inhaler should only be used by students:

- who have been diagnosed with asthma, and prescribed a reliever inhaler
- who have been prescribed a reliever inhaler
- for whom written parental consent for use of the emergency inhaler has been given

This information should be recorded on a student's Medical Protocol.

7. Unacceptable Practice

Farnborough Spencer Academy staff will use their discretion and judge each case on its merits with reference to the student's MP, however, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every student with the same condition requires the same treatment;
- Ignore the views of the student or their parent/carer; or ignore medical evidence or opinion (although this may be challenged);
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their MP;
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise students for their attendance record if their absences are related to their medical conditions, e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical conditions effectively;
- Require parents/carers, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the Academy is failing to support their child's medical needs;
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of Academy life, including Academy trips, e.g. by requiring parents/carers to accompany the student.