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Phoenix Park Academy



# Supporting Students with Medical Needs Policy

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**Staff Responsible: EP**

## Supporting Students at School with Medical Conditions Policy

### Introduction

The Children and Families Act 2014 places a duty on schools/academies to make arrangements for supporting students with medical conditions. Students with special medical needs have the same right of admission to school as other children and cannot be refused admission, or excluded from school on medical grounds alone. Teachers and school staff in charge of students have a common law duty to act in the place of the parent (in loco parentis) and may need to take swift action in an emergency. This duty also extends to teachers/adults leading activities taking place off the academy site. This could include a need to administer medicine. The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication, and should supply the academy with all the necessary information.

Medical needs may be broadly summarised as being of two types:

- Short term - affecting participation in school activities because a course of medication has been prescribed
- Long-term - potentially limiting their access to education and requiring extra care and support (e.g. SEN/Additional Needs)

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, the academy will comply with their duties under that Act.

Some children may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as special educational provision. For children with SEND (Special Educational Needs and/or Disability), this guidance should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice 2015.

If a child is deemed to have a long-term medical condition, the academy aims to ensure that arrangements are in place to support them, and that such children can access and enjoy the same opportunities at school as any other child. The academy, health professionals, parent/carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, personalised programmes of study that rely on part-time attendance combined with



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alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into the academy after a long period of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. We recognise that a first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the School Nurse, will be asked to provide any necessary training and subsequent confirmation of the proficiency of staff to carry out a medical procedure, or in providing medication.

## **Roles and Responsibilities** (as detailed in the statutory guidance)

### **The Governing Body:**

- Must make arrangements to support children with medical conditions in the academy, including making sure that a policy for supporting medical conditions is developed and implemented
- Should ensure that students with medical conditions are supported to enable maximum participation in all aspects of academy life
- Should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials, as needed

### **The Executive Principal and Executive Vice Principals:**

- Must ensure that the academy's policy is developed and effectively implemented
- Should ensure that all staff members are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- Should ensure that all staff members who need to know are aware of the child's condition
- Should ensure that sufficient trained numbers of staff are available to implement the policy and deliver all Individual Healthcare Plans, including in contingency and emergency situations
- Has the overall responsibility for the development of Individual Healthcare Plans
- Should make sure that staff are appropriately insured and are aware that they are insured to support students in this way
- Should ensure that contact is made with the School Nursing Service in the case of any school age child who has a medical condition that may require support, but who has not yet been brought to the attention of the School Nurse

### **Academy staff:**

- Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they are not obliged to do so

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- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of the students with medical conditions that they teach
- Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help

#### **The School Nurse:**

- Is responsible for notifying the academy when a child has been identified as having a medical condition
- May support staff with implementing a child's Individual Healthcare Plan and provide advice and liaison, (e.g. training)
- Can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs

#### **Other healthcare professionals, including GPs and paediatricians:**

- Should notify the School Nurse when a child has been identified as having a medical condition that will require support during the school day
- May provide advice on developing Individual Healthcare Plans
- May be able to provide support for children with particular conditions e.g. asthma, diabetes, epilepsy

#### **Students with medical conditions (where appropriate for their age):**

- Are often best placed to provide information about how their condition affects them
- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan

#### **Parents:**

- Should provide the academy with sufficient and up-to-date information about their child's medical needs
- Should be involved in the development and review of their child's Individual Healthcare Plan and may be involved in its drafting
- Should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times
- Must ensure all medicines (including over the counter products – OTC) are prescribed by a healthcare professional, i.e. GP. Medicines which have not been prescribed by a healthcare professional for a child will only be administered at the academy in exceptional circumstances and in the case of an emergency. If a child requires an OTC medicine on a regular basis, it must be prescribed by a GP and will then be managed as part of a short term medical requirement

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- Antihistamines will not be administered at school unless prescribed by a GP
- All prescribed medicines must be supplied to the academy in the original packaging, with a pharmacy label containing the child's details, including dosage etc. The medicine must be in date and any contents also labelled with a pharmacy label (e.g. inhalers)

### Local Authorities:

- Are commissioners of school nurses
- Under section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education
- Should provide support, advice and guidance, including suitable training for academy staff, to ensure that the support specified within Individual Healthcare Plans can be delivered effectively
- Should work with school/academies to support students with medical conditions to attend full time
- Where a student would not receive suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements
- Statutory guidance for local authorities, ensuring a good education for children who cannot attend school because of health needs sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year)

### Procedures

As part of the induction process, parent/carers are required to provide information regarding their child's health including any long term or short term medical needs. If a long term medical need is identified, an Individual Health Care Plan will be drawn up and facilitated by the School Nurse. Staff will be informed and the academy will make every effort to ensure that arrangements are put in place as soon as possible. If the child requires the administration of medication of any kind, a consent form must be completed by the parent/carer and supplied together with the medication in its original packaging, with the dosage regime clearly printed on the outside, together with the child's name. In making the arrangements, we will take into account that many of the medical conditions that require support will affect quality of life and may be life threatening. We will also acknowledge that some medical conditions will be more obvious than others. We will therefore aim to ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The academy will endeavour to make sure that arrangements give parents/carers and students confidence in our ability to provide effective support for medical conditions. The arrangements will demonstrate an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. The academy will ensure that staff members are properly trained to provide the support that is required. The academy will ensure that arrangements are clear and unambiguous about the need to support students with medical conditions to participate in off-site visits or in sporting activities and not prevent them from doing so, unless it would not be in their best interest owing to their health needs. The academy will make arrangements for the inclusion of students in such activities, with any adjustments, as required; unless evidence from a clinician such as a GP states that this is not possible.

In line with our safeguarding duties, the academy will ensure that a student's health is not put at unnecessary risk from, for example, infectious diseases. We will therefore not accept a child in school at

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times where it would be detrimental to the health of that child and others. (Please refer to the academy's Accessibility Plan for additional information on how the academy will support children with medical conditions).

The academy does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide, based on the available evidence. This would normally involve some sort of medical evidence and consultation with parents/carers. Should there be a conflict of evidence, a degree of challenge may be necessary to ensure that the right support can be arranged. The Executive Principal/Executive Vice Principal, School Nurse and SENCo will usually lead this. Following the discussions an Individual Health Care Plan may be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff members are aware of emergency symptoms and procedures. Other students should know what to do in general terms, such as informing a teacher immediately if they think help is needed. It may be necessary to make special arrangements for a student on reintegration, following illness; or whenever a student's needs change, including arrangements for any staff training and support.

If a student with a long-term medical condition transfers to another school/college, arrangements will be made, in consultation with the parent, to ensure that all the relevant information is communicated to the new provision.

### **Individual Health Care Plans (IHPs)**

The responsibility for over-seeing the support for students with medical conditions has been delegated to the SENCo, working alongside the Executive Principal and Executive Vice Principal. This duty is carried out in conjunction with the parent/carers, the School Nurse and any other Healthcare Professionals involved in providing care to the child. Whenever appropriate, the child should also be involved. It is the responsibility of **all** members of staff supporting the individual child to ensure that the Individual Health Care Plan is followed.

The Class Teacher will remain responsible for the child's educational development and ensuring that their medical condition is supported at the academy, and the advice on the Individual Health Care Plan is adhered to. This will involve keeping all staff members, including support or cover staff, informed about the needs of a student with medical needs.

### **Individual Health Care Plans:**

- Will capture key information and actions that are required to support the child effectively
- Will vary in detail from student to student depending on the complexity of the condition and the level of support required
- Provide clarity about what needs to be done, when and by whom
- Are essential in cases where conditions fluctuate or where there is a high risk that means emergency intervention may be needed

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- Are helpful in other cases where intervention may be needed or where medical conditions are long term and complex
- Should mention if a student has, in addition, Special Educational/Additional Needs
- Will be easily accessible to all who need to refer to them, while preserving confidentiality
- Should be taken on all off-site activities
- Are reviewed annually, or when a child's needs change

Not all children will require an Individual Health Care Plan. The academy, healthcare professionals and parent/carers should agree, based on evidence, when a plan would be inappropriate or disproportionate. If consensus cannot be reached, the healthcare professional is best placed to take a final view.

### **Following Notification of a Short-term Medical Condition**

Occasionally, children have a short-term medical condition such as earache or a sore throat, and are well enough to attend school, but may still be taking a course of medication. Where possible, medication should be administered at home. The administration of medicine is the responsibility of parent/carers. There is no absolute requirement on teachers or support staff to administer medicines. However, they may volunteer to do so.

If medication is required during the school day, then a parent/carer will be required to complete a consent form at the same time as handing in the medicine to the administration office/reception area for secure storage. Non-prescribed medicines can only be given to a child for a maximum of 3 days. Prescribed medication should only be accepted if it is in date, in the original dispensed container with clear instructions for dose and storage. It should be clearly labelled with the child's name.

It is the parent/carer's responsibility to collect and supply each day, as necessary.

### **Managing medicines at Phoenix Park Academy and Sevenhills Academy**

The academies have a policy for the managing of medicines based on the following points:

- Medicines should only be administered at the academy when it would be detrimental to a child's health or attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parent/carers written consent
- Parents must sign a consent form (short or long term) and medicines must be labelled and given in at the administration office/reception area
- Inhalers should be carried by the student and should be taken out for PE and on all outings. Spare inhalers kept on the academy site must not be locked away
- Epipens should be carried by the student and should be taken out for PE and on all outings. Spare Epipens are clearly labelled and stored in the medical locker in the administration office/reception area
- Should a short-term medicine, such as an anti-biotic require refrigeration, it will be placed in the chiller
- The supervising adult will sign the appropriate sheet when a medicine has been administered

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### What to do in an emergency:



**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.**

1. Telephone number
2. Your name
3. Your location
4. State the postcode
5. Provide the exact location of the patient within the academy setting
6. Provide the name of the child, date of birth, and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

### Unacceptable Practice

Although academy staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parent/carers; or ignore medical evidence or opinion
- Send children with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their plan
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively

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