



# Medical Conditions Policy

October 2016

Updated May 2017



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## Principles

This policy has been developed in accordance with the government publication: 'Supporting pupils at school with medical conditions' 2015. The guidance was issued under the legislation of the, 'Children and Families Act' 2014.

The Directors of St. Martin's Multi Academy Trust take seriously their responsibility to ensure arrangements are in place to support pupils with medical needs and in doing so ensure that such children can access and enjoy the same opportunities at school as any other child.

Some pupils will at some time have a medical condition that may affect their participation in some or all school activities. For many this will be short-term and where medication is required this will be for a short time.

Other pupils have medical conditions that, if not properly managed, will limit access to an appropriate education. Most children with medical needs are able to attend school regularly and with appropriate support, can take part in most, if not all, school activities.

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. Children will not be denied admission and arrangements will be made to support the child's needs.

However, in line with safeguarding duties, other pupils' health must be taken into consideration and not put at unnecessary risk. Therefore, a child will not be admitted in school where it would be detrimental to the health of others to do so (for example infectious diseases).

## Roles and Responsibilities

Directors of St. Martin's Multi Academy Trust are responsible for:

- The overall implementation of the Medical Conditions Policy and Procedures.
- Ensuring that the Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Multi Academy Trust's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.

The Headteacher / Head of School is responsible for:

- The day-to-day implementation and management of the Medical Conditions Policy
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.

The SENDCo is responsible for:

- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Care Plans
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Care Plans in normal, contingency and emergency situations.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with Care Plans detailing how to care for a child with a medical condition ensuring that this is followed at all times

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

#### Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a consent form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Care Plan for their child in collaboration with the SENDCo, other staff members and healthcare professionals.

#### The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to administer their own medication under the supervision of a member of staff

#### Training of staff

- Staff will receive training on the Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development. This training will be delivered during staff meetings by healthcare professionals and will be updated annually. This training will include: diabetes awareness, asthma awareness, epilepsy awareness and use of an Epipen.
- Staff who undertake responsibilities under this policy will receive training specific to the medical condition being treated and care required for the child (e.g. diabetes training, Cystic Fibrosis)
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility

#### Individual Care Plans

- Where necessary, a Care Plan will be developed in collaboration with the pupil, parents/carers, SENDCo and medical professionals.
- All staff working with a child with a Care Plan will ensure that they understand what is included in it and that they follow it at all times
- Care Plans will be easily accessible whilst preserving confidentiality.
- Care Plans will be reviewed termly or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care Plan, the Care Plan will be linked to it or become part of it.

#### Intimate Care

Where a child is deemed to have a need for intimate care this will be discussed with the parents, relevant health professionals and the pupil and an intimate care plan will be devised. Staff who carry out the intimate care will have appropriate training and supervision. This plan will detail the level of supervision required (for example adult child ratio), the type of supervision, the frequency and where the intimate care will take place.

#### Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a consent form in order for medication to be administered.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Medications will be stored in the medical room. If they need to be refrigerated then they will be kept in the staff kitchen
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Two members of staff will be present when medications are administered and both will sign the 'Record of Medicines Administered' form.
- Pupils will never be prevented from accessing their medication.
- St. Martin's Multi Academy Trust cannot be held responsible for side effects that occur when medication is taken correctly.

#### Administration of Insulin

- Only staff that have received training to administer insulin will do so
- Two members of staff will be present and will complete a written record of the dose administered
- Staff will wear gloves at all times and will dispose of the sharp into a sharps box immediately after it has been used
- Sharps will not be passed from one person to another or from hand to hand

#### Emergencies

- Where a Care Plan is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

#### Avoiding unacceptable practice

St. Martin's Multi Academy Trust understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

#### Complaints

The details of how to make a complaint can be found in the Complaints Policy

### Record of Medication Administered

School	
Name of child	
Class	
Date medicine provided by parent	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
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Name of member of staff			
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Name of member of staff  
Staff initials


## Care Plan

Name:		DOB:	
School:			
Medical Issue:			
Background:			
Care plan (to include what the school / parent / child will do):			
<u>School</u>		<u>Parent</u>	<u>Child</u>
Date:		Review Date:	
Parent/carer:		Class Teacher:	
Pastoral Officer:		Head of Personal Development, Behaviour and Welfare:	