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Medical Policy

Medical Policy

Policy Statement:

Stockwell Academy is an inclusive community that welcomes and supports pupils with medical conditions.

We provide all pupils with any medical condition the same opportunities as others in our academy.

We will help to ensure that they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

The academy ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This academy understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This academy understands the importance of medication as directed by healthcare professionals including our school nurse, and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

Members of school staff responsible for this medical policy and its implementation are:

Louise Kilby (SENDCo and Inclusion Manager)

Jackie Ombler (School Nurse)

Donna Balmer (First aid Coordinator)

Nicky Pearson (First aid Coordinator)

Policy written by Louise Kilby – February 2017

Reviewed by Louise Kilby and Jackie Ombler - March 2018/ November 2019

Reviewed by Louise Kilby and Jackie Ombler – December 2020

Due for review : December 2021

Policy Framework

This policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

This policy has been structured based upon the most recent government advice 'Supporting pupils at school with medical conditions' (DfE – December 2015)

The statutory guidance, supporting pupils at school with medical conditions, is available to read on the Government website,

www.gov.uk/government/publications/supportingpupils-at-school-with-medical-conditions-3

1, This academy is an inclusive community that supports and welcomes pupils with medical conditions.

- This academy is welcoming and supportive of pupils with medical conditions. It attempts to provide children with medical conditions/ needs with the same opportunities and access to activities (both school based and out-of-school) as other pupils where possible. No child will be denied admission or prevented from taking up a place in this academy because arrangements for their medical condition have not been made.
- This academy will listen to the views of pupils and parents and liaise alongside them.
- Pupils and parents will feel confident in the care they receive from this academy and the level of that care meets their needs.
- Staff are made aware of medical conditions of pupils at this academy and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole academy and local health community understand and support the medical conditions policy.
- This academy understands that all children with the same medical condition will not have the same needs.
- The academy recognises that duties in the Children and Families Act, and the Equality Act relate to children with disability or medical conditions are anticipatory.
- This academy welcomes, supports, and works alongside a variety of health professionals involved in children's care.

2, This academy's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the academy and health settings.

- Stakeholders include pupils, parents, school nurse, school staff, governors, relevant local health services and relevant supporter organisations.

3, The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4, All with a significant medical condition should have an individual healthcare plan (IHP).

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- All IHPs are reviewed annually or if the child's needs change. (It is the parents/carers responsibility to inform school of any changes to their child's care)

5, All staff understand and are trained in what to do in an emergency for children with medical conditions at this academy.

- All staff, including temporary or supply staff, are aware of the medical conditions of pupils at this academy and understand their duty of care in an emergency. (All supply teachers/staff working with the children are made aware on arrival to the school and read the file provided)
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHCP should, explain what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP with emergency care settings.
- Any Asthma emergencies should follow the Asthma Policy and the Emergency Flowchart.
- IHCPs will accompany children on any visits away from the school setting.

6, All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

7, This academy has clear guidance on providing care and support and administering medication at school.

- This academy understands the importance of medication being taken and care received as detailed in the pupil's IHCP or on the request for staff to administer medication.
- This academy will make sure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This academy's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- We will not give medication (prescription or non-prescription) to any child without a parent's written consent.
- When administering medication, for example pain relief, we will check with parents when the previous dose of medication was administered, this will be clearly stated on the medical information form for the pupil. Initially a form will be completed at the school office which will detail full directions for use, in a prescribed, fully labelled container.
- This academy will make sure that a trained member of staff is available to accompany a pupil with a medical condition in an off-site visit, including overnight stays.
- Parents at this academy understand that it is their responsibility that we know immediately if their child's needs change and to ensure medication is available and in date.

8, Refusal or too unwell to take medicines

- If a child refuses to take medicine as prescribed and as requested by parents the records must state 'REFUSED' clearly and the parent/carer informed immediately. Children will not be forced to receive medicine if they do not wish to do so.
- If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

9, This academy has clear guidance on the storage of medication and equipment at school.

- At Stockwell Academy we make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Pupils may only carry their own Asthma medication in Key Stage 2 and should know exactly where to access it. (See Asthma Policy)
- Staff at this academy can administer a controlled drug to a pupil once they have had specialist training.

- We will make sure that all medication is stored safely, and that pupils with medical conditions know where they are stored at all times and have access to them immediately. Epi-pens will be kept in the child's classroom and made available for school trips/activities.
- This academy will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The school will never accept nor administer medicines that have been taken out of the original container. Nor will they make changes to dosages on parental instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

10, Disposal of Medication

- School staff should not dispose of medicines. Parents should collect medicines held at the end of each term.
- If parents do not collect medicines held they should be taken to a pharmacy for safe disposal.
- Sharps boxes should always be used for the disposal of needles.

11, This academy has clear guidance about record keeping.

- Parents at this academy are asked if their child has any medical conditions on the enrolment form.
- Health information forms are re-issued each year at the very start of the term and are the parents/ carers responsibility to ensure that these are completed and returned to school within the given time frame.
- This academy uses an IHCP to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent, academy staff, specialist nurse (where appropriate) and relevant healthcare services.
- This academy has a centralised register of IHCPs, and an identified member of staff, Miss Kilby (SENCo) has the responsibility for this register.
- IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other academy staff are made aware of and have access to the IHP for the pupils in their care.
- We make sure that the pupil's confidentiality is protected.
- Stockwell Academy seeks permission from parents before sharing any medical information with any other party.
- We meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and

make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHCP which accompanies them on the visit.

- This academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- We make sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and the academy keeps an up-to-date record of all training undertaken and by whom.

12, This academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- Stockwell Academy is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This academy is also committed to an accessible physical environment for out-of-school activities.
- This academy makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This academy understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This academy makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

- This academy will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professionals.
- Pupils at this academy learn what to do in an emergency.
- This academy makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

13, This academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- This academy is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHCP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes academy policies according to these reviews, alongside staff training.

14, Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this academy will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- Stockwell academy works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering/ supervising staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

15, Each member of the academy and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This academy works in partnership with all relevant parties including the pupil (where appropriate), parent, academy's governing body, all academy staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This academy is committed to keeping in touch with a child when they are unable to attend school because of their condition.

16, The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, this academy seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

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