



GLOUCESTER  
ACADEMY

# Gloucester Academy

## **Supporting Pupils with Medical Conditions Policy**

Gloucester Academy is part of the Greenshaw Learning Trust.

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# Gloucester Academy

## Supporting Pupils with Medical Conditions Policy

Gloucester Academy is committed to complying with all relevant legislation in relation to the health and safety of the pupils in its care, including those with special medical needs.

This policy applies to Gloucester Academy and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

### **Approval and review:**

This policy is the responsibility of: Headteacher

This policy was approved by the Governing Body on: 11th May 2023

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## 1. Aims

Gloucester Academy believes that all pupils with medical needs have a right to the full education available to other pupils and should be enabled to have full attendance and receive necessary, proper care and support.

Gloucester Academy will:

- assist parents/carers in providing medical care for their children;
- educate staff and pupils in respect of medical needs;
- liaise as necessary with health professionals who support individual pupils;
- ensure access to a full education if possible;
- monitor and keep appropriate records.

## 2. Roles and responsibilities

### 2.a Headteacher

The Headteacher has ultimate responsibility to make arrangements to support pupils with medical conditions and will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions. The Headteacher will:

- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure that there are a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
- Ensure that all staff who need to know are aware of a child's condition (Where necessary, a staff briefing with relevant staff is organised and other medical professionals may attend. Staff will be briefed on the condition, how best to support the pupil and what to do in an emergency)
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Headteachers may delegate these responsibilities to *Associate Assistant Headteacher G Bines*

### 2.b Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will:

- take into account the needs of pupils with medical conditions that they teach.

All staff will

- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

## **2.c Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Where necessary, input into an Individual Healthcare Plan (IHCP) for their child in collaboration with the school and healthcare professionals.
- Carry out any action they have agreed to as part of the implementation of the IHP, and ensure they or another nominated adult are contactable at all times.
- Complete a parental agreement form to administer medication before bringing medication into school.
- Provide the school with the medication their child requires and keeps the medication up to date.
- Collect any unused medication at the end of the academic year.
- Discuss the medication with their child prior to requesting that a staff member administers the medication.

## **2.d Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs. Pupils will:

- Where competent, be encouraged to take responsibility for managing their own medication and procedures.
- Where possible, be allowed to carry their own medication and devices, subject to written consent being given by the parent/carer. If this is not possible, their medication will be located in an easily accessible location.
- Take their medication; If he/she refuses, the parent/carer will be contacted and alternative options will be explored.

## **3. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **4. Individual healthcare plans (IHPs)**

Parents/carers are requested to share with the school any relevant medical information regarding their child on an annual basis. If a pupil has significant medical needs, an individual health care plan (IHP) will be drawn up by the lead first aider, L Toms, in conjunction with the parents/carers, and any relevant medical professionals. The focus of this plan should be on the needs of the individual pupil and how their medical condition impacts their school life. This plan will be reviewed on an annual basis, or sooner if necessary, and made accessible to parents/carers.

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The lead first aider, L Toms, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## **5. Managing medicines**

Prescription and non-prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so and when the school has received a completed parent consent form (appendix A)

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. The member of staff will ensure a record is kept of doses

given, when and by whom by adding information to Bromcom and ensuring a log is kept completing a first aid form.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include the pupil's name, instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing machines and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **5.a Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in the medical room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **5.b Pupils managing their own needs**

The school actively encourages pupils to manage their own health needs and recognises the importance of supporting this independence. At the discretion of the Headteacher, if a pupil is able to manage their own health needs, the school requests that the parent agrees by completing a consent form

## **6. Unacceptable practice**

The Headteacher should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments

- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **7. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## **8. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher / Lead first aider, L Toms, . Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

## **9. Record keeping**

The Headteacher will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school. IHPs are kept in a readily accessible place which all staff are aware of.

## **10. Liability and indemnity**

The Headteacher will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. Staff designated to administer medication to pupils will be covered by the school in the event of liability/ negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures and parental instructions contained in these guidelines.



## APPENDIX A

### Parental Consent Form for School to Administer Medication.

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

Name of school/setting	
Date	
Pupil's name/tutor group/year	
Name & Strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to School /setting	

**Note: Medicines must be signed in the original container dispensed by the pharmacy.**

Daytime phone no of parent/carer

Name & Number of GP

***The above information is, to the best of my knowledge accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped and I am aware that it is my responsibility to replenish the supply of medication if necessary.***

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B - Medication held on site**

<b>Date</b>	<b>Student name</b>	<b>Medication name</b>	<b>Time last taken</b>	<b>Today's Dose</b>	<b>Time to be taken</b>