



WOODFIELD ACADEMY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Ratified on 8th July 2020

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Statement of intent

The Board of Directors at Woodfield Academy has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Woodfield Academy believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

1. Legal framework

1.1. This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

1.2. This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'

- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

2. Key roles and responsibilities

2.1. Woodfield Academy works with external partners and agencies, which is responsible for:

- 2.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 2.1.2 Providing support, advice and guidance to schools and their staff.
- 2.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

2.2. The Board of Directors is responsible for:

- 2.2.1 The overall implementation of the Supporting Pupils with Medical Conditions and ensuring it is reviewed annually.
- 2.2.2 Policy and procedures of Woodfield Academy.
- 2.2.3 Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.2.4 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.2.5 Ensuring that all pupils with medical conditions are able to participate fully in and contribute to school life to include Educational Visits.
- 2.2.6 Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 2.2.7 Ensuring the level of insurance in place reflects the level of risk.

2.3. The Senior Leadership Team and SENCo are responsible for:

- 2.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Woodfield Academy.
- 2.3.2 Ensuring the policy is developed effectively with partner agencies.
- 2.3.3 Making staff aware of this policy.
- 2.3.4 Guaranteeing that information and teaching support regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 2.3.5 Keeping written records of any and all medicines administered to individual
- 2.3.6 Liaising with healthcare professionals regarding the training required for staff including kitchen staff where necessary.
- 2.3.7 Making staff who need to know aware of a child's medical condition via publication on the staff notice board and email communications and to relief teachers / other staff.
- 2.3.8 Developing Individual Healthcare Plans (IHCPs) and disseminating information to all relevant staff.
- 2.3.9 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. This includes specialist training where required. Logs will be kept of staff training undertaken.
- 2.3.10 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 2.3.11 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

- 2.3.12 Ensuring that correct transition arrangements are in place for students with disabilities or specific medical needs upon transition to another school or if Woodfield are receiving a child mid-term / year (schools do not have to wait for official diagnosis before providing support to the pupil).
- 2.3.13 Ensuring medications kept in school are in date and that proper records of administration of medicines are kept.
- 2.3.14 Ensuring that no sensitive information is disclosed and ensuring that GDPR compliance is adhered to.

2.4. Staff members are responsible for:

- 2.4.1 Taking appropriate steps to support children with medical conditions.
- 2.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 2.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 2.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility (NB: The child's condition must be recognised by a G.P. or specialist and the need for school-day medication clearly outlined in a pupil care plan).
- 2.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 2.4.6 Injections will only be administered by a member of staff if they have been fully trained for this purpose.

2.5. Parents and carers are responsible for:

- 2.5.1 Keeping the school informed about any changes to their child/children's health. Parents/Carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition, either upon admission, or when their child first develops a medical need.
- 2.5.2 Completing a parental agreement for school to administer medicine form before bringing medication into school. Providing the school with the medication their child requires and keeping it up to date. The medication must be provided in a sealed, clearly-labelled package with specific instructions giving the child's name, age and administration requirements.
- 2.5.3 Collecting any leftover medicine at the end of the course or year or replacing medicine which is out of date.
- 2.5.4 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 2.5.5 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the person responsible for First Aid in school, other staff members and healthcare professionals and co-operating with the care and provision for the child whilst in school.

3. Definitions

- 3.1. "Medication" is defined as any prescribed or over the counter medicine. Woodfield Academy will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- 3.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 3.3. A "staff member" is defined as any member of staff employed at Woodfield Academy, including teachers.

4. Training of staff

- 4.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 4.2. Teachers and support staff will receive regular and ongoing medical training as part of their development as necessary for the child i.e. epi-pen training, asthma training, diabetic training.
- 4.3. Teachers and support staff who undertake responsibilities under this policy will receive appropriate external training where required.
- 4.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 4.5. No staff member may administer drugs by injection unless they have received training in this responsibility
- 4.6. The Health and Safety Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

5. The role of the child

- 5.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a trained first aider.

6. Individual Healthcare Plans (IHCPs)

- 6.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 6.2. IHCPs will be easily accessible, to all staff who may have contact with the child.
- 6.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner (typically at the start of a new academic year).
- 6.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 6.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

7. Medicines

- 7.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. This applies to most eventualities, for example, 3 times a day can be before school, upon return school and before bed.

- 7.2. Where there is an unavoidable need to take medicine during the school day, the parent/carer will normally be expected to come into school to administer it and this can only be done when the parent has made a written request to do so. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement form for school to administer medicine.
- 7.3. If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.
- 7.4. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 7.5. Non-prescribed painkillers will not be administered by school staff. This includes Paracetamol, Aspirin and Ibuprofen. If prescribed pain killers, these will not be administered until 4 hours after the start of school.
- 7.6. Sore throat lozenges may be taken in school by pupils when a written request to do so has been received from parents/carers.
- 7.7. 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.
- 7.8. A maximum of eight weeks' supply of the medication may be provided to the school at one time.
- 7.9. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- 7.10. Medications will be stored in the medical room in sealed containers, or a fridge if necessary, unless the child is to carry these for self-administration.
- 7.11. Any medications left over at the end of the course will be returned to the child's parents.
- 7.12. Written records will be kept of any medication administered to children.
- 7.13. Pupils will never be prevented from accessing their medication.
- 7.14. Woodfield Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- 7.15. Outdated or obsolete medication will be returned to the parent/carer for safe disposal.

8. Asthma Inhalers (see also separate Asthma Policy)

- 8.1. Pupils may carry their own asthma inhaler as long as it is clearly labelled. It is the parents' responsibility to ensure that the correct inhaler is issued, is valid and functioning.
- 8.2. It is the parents' responsibility to ensure that their child is issued with the appropriate inhaler for asthma conditions.
- 8.3. Pupils are permitted to carry and use their own named asthma inhaler but must report to a member of staff if they self-administer so that it can be monitored and recorded.
- 8.4. All asthma inhalers must be named for a specific child.

- 8.5. Parents are responsible for ensuring inhalers are checked, working and within date.
- 8.6. Children will not be permitted to exchange or borrow inhalers.
- 8.7. A duplicate inhaler must be handed in to school reception named for a specific child with written permission for this inhaler to be issued to the child in the event his or her inhaler is lost or malfunctions. It is the parents' responsibility to ensure that this inhaler is in date and contains the correct dose.
- 8.8. Spare inhalers are also retained in school and changed when they are out of date.

9. Educational Visits

- 9.1. In line with our SEN and other policies we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- 9.2. Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.
- 9.3. As part of the Evolve system trip leaders are requested to include in the Risk Assessment the procedures for getting a child to hospital and the relevant procedures / staff ratios for doing so.
- 9.4. Staff members and activity leaders will need full written details and permissions for any pre-existing conditions such as asthma and will only act in loco-parentis where full requirements are agreed in advance
- 9.5. If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child's GP and will try to meet the extenuating need wherever possible before a decision is made regarding participation.
- 9.6. It is noted in the policy that students who self-harm will not be allowed to attend residential trips.

10. Sporting Activities

- 10.1. Most children with medical conditions can participate in physical activities and extra-curricular sport.
- 10.2. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being.
- 10.3. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan and written request from parents.
- 10.4. Where there is a longer-term request for a child to be excused from P.E. this must be accompanied by a letter from the G.P. or specialist health professional: the request for disapplication from P.E. must be clearly time-referenced.
- 10.5. The school is aware of issues of privacy and dignity for children with particular needs.
- 10.6. Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

11. Known medical conditions

- 11.1. A list of all children with any known medical condition will be made available to relevant staff.
- 11.2. A central register is placed in the staffroom on the medical board to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information. In addition to this there is a regularly updated central record in the office in case of emergencies.
- 11.3. When supply staff are asked to cover a classroom it will be the responsibility of the member of staff showing the supply teacher to the room to highlight where the list of medical information is held.

12. Emergencies

- 12.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 12.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency
- 12.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 12.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive and are instructed to take all medical information with them.

13. Avoiding unacceptable practice

- 13.1. Woodfield Academy understands that the following behaviour is unacceptable:
 - 13.1.2 Assuming that pupils with the same condition require the same treatment.
 - 13.1.3 Ignoring the views of the pupil and/or their parents.
 - 13.1.4 Ignoring medical evidence or opinion.
 - 13.1.5 Sending pupils home frequently or preventing them from taking part in activities at school
 - 13.1.6 Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
 - 13.1.7 Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
 - 13.1.8 Creating barriers to children participating in school life, including school trips.
 - 13.1.9 Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

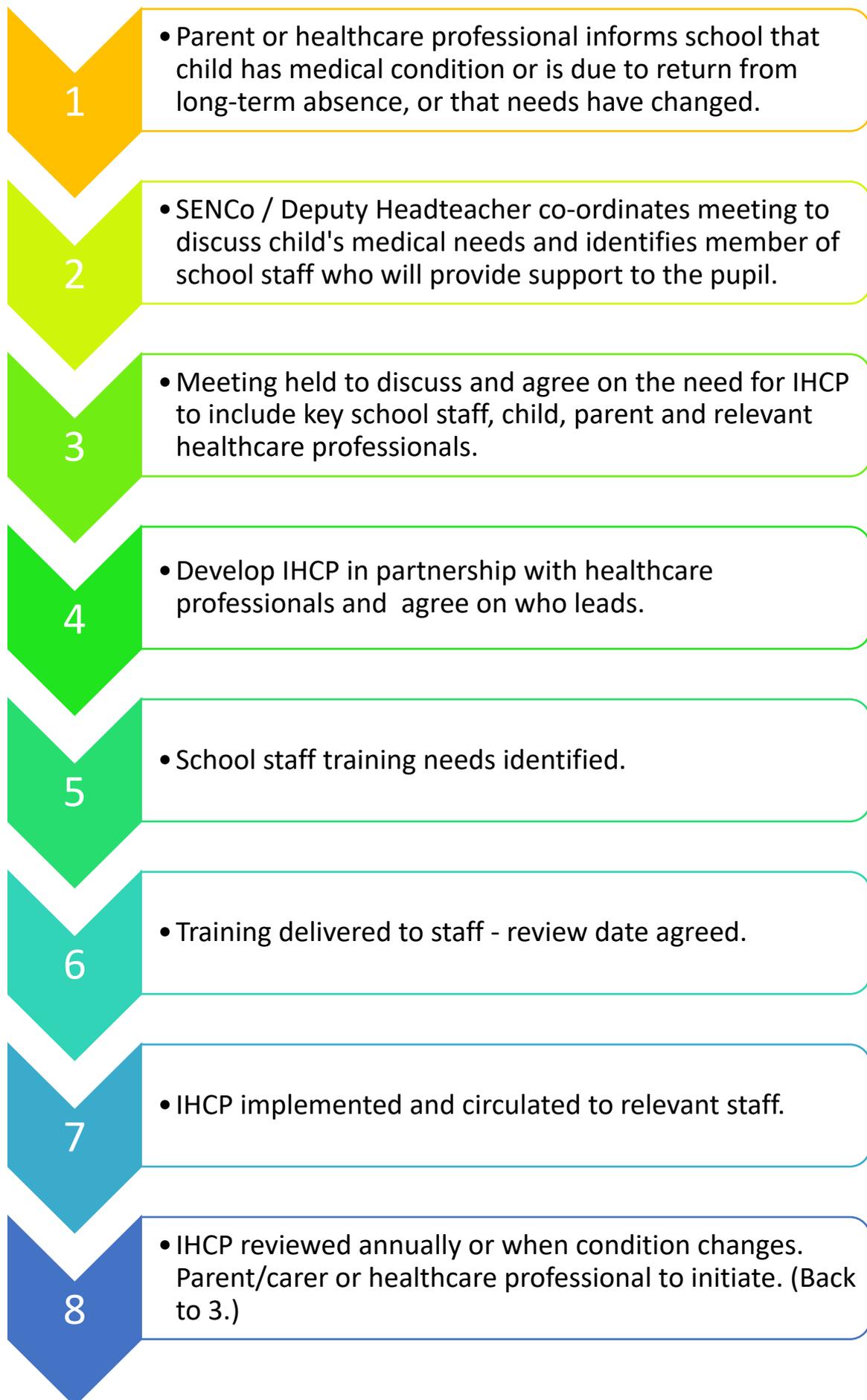
14. Insurance

- 14.1. Staff who undertake responsibilities within this policy are covered by the school's insurance.
- 14.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

15. Complaints

- 15.1. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason, this does not resolve the issue, they may make a complaint via the schools Complaints Policy (Parent/Carer). It may be relevant to consider whether the academy has breached the terms of its Funding Agreement or failed to comply with any other legal obligation placed on it.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

Woodfield Academy Individual Health Care Plan

Child's name

--

Tutor group

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

--

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 3 - Parental agreement for a school to administer medicine template

Woodfield Academy will not give your child medicine unless you complete and sign this form.

Date	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to 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. I will ensure any expired medicine is collected, disposed of and replaced.

Signature(s) _____ Date _____

Appendix 4 - Record of medicine administered to an individual child template

Woodfield Academy record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

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

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

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

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

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

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

Appendix 6 - Contacting emergency services

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.

- Your telephone number – **01527 527081**
- Your name.
- Your location as follows: **Woodfield Academy, Studley Road, Redditch, Worcestershire, B98 7HH**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Headteacher