



BICESTER LEARNING ACADEMY TRUST
SUPPORTING PUPILS/STUDENTS WITH
MEDICAL NEEDS POLICY

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Applicable to:	<u>Accountable</u>	<u>Date</u>	<u>Date To Be</u>
ALL STAFF	<u>Officers:</u> B J BAXTER I ELKINGTON	<u>Adopted:</u> Summer 2015	<u>Reviewed:</u> Summer 2016 (Annually)

Bicester Learning Academy is a Multi Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS

Definition

Pupils’/students’ medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

Academy Ethos

The academy’s schools have a responsibility for the health and safety of pupils/students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils/students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils/students at the school. This may mean making special arrangements for particular pupils/students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Bicester Learning Academy Trust (BLAT) is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils/students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils/students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils/students have a common law duty to act ‘in loco parentis’ and must ensure the safety of all pupils/students in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child’s GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

Bicester Learning Academy Trust aims to support children and young people with medical conditions, so that they have full access to education, including physical education and educational visits:

- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication;
- To comply fully with the Equality Act 2010 for pupils/students who may have disabilities or special educational needs;
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary;
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support;
- To keep, monitor and review appropriate records

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils/students it is unacceptable to:

- Prevent children from accessing their medication;
- Assume every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents / carers; ignore medical advice;
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan;
- Penalise children for their attendance record where this is related to a medical condition;
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition;
- Require parents to administer medicine where this interrupts their working day;
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

Bicester Learning Academy Trust provides full access to the curriculum for every child and young person wherever possible. We believe that pupils/students with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils/students with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved;
- Receive appropriate training;
- Work to clear guidelines;
- Bring to the attention of Senior Leadership Teams any concern or matter relating to the support of pupils/students or young people with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child;
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container;
- Parents will ensure that medicines to be given in school are in date and clearly labelled;
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible;

- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school;
- Bicester Learning Academy Trust will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer the medicine if this is part of their Individual Healthcare Plan (for example, an inhaler);
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's/student's medical needs and will seek support and training in the interests of the pupil/student;
- Transitional arrangements between schools will be completed in such a way that Bicester Learning Academy Trust will ensure full disclosure of relevant medical information, Healthcare Plans and support needed in good time for the child's receiving school to adequately prepare;
- Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The BLAT Board of Directors ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children and young people with medical conditions.

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom for the primary school and in Reception for secondary school students, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's school records and this information will be provided to class and subject teachers annually.

In an Emergency

- In a medical emergency, some staff have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend;
- If an ambulance needs to be called, staff will:
 - Outline the full condition and how it occurred
 - Give details regarding the child's date of birth, address, parents' names and any known medical Conditions;
- Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines at Glory Farm Primary School

- Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered;
- Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy;
- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit;
- Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given;
- Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office);

- All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge;
- Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities;
- All medicines must be clearly labelled;
- Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Finance Manager's office. Access to these medicines is restricted to the named persons;
- Epi-pens are kept in locked cupboards in relevant children's teaching areas. In the case of an emergency all staff have access to the key which is clearly labelled and accessible;
- Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded;
- Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name;
- All children with an inhaler must take them on educational visits, however short in duration.

Administration of medicines at The Cooper School

- No medicines are administered by staff during school hours or on school trips – instead students are asked to administer their own medicines;
- Medicines are stored securely in the school's Reception area for the student. Each student's medicine is kept together and is clearly labelled with their name;
- All medicines will be stored safely. Medicines needing refrigeration will be stored in the fridge located in Reception;
- Medicines to be used during the school day must be in their original container;
- All medicines must be correctly and clearly labelled;
- Controlled drugs or prescribed medicines will be kept in the locked cabinet in reception;
- Access to these medicines is restricted to the named person
- Spare inhalers for Year 7s will be kept in Reception. These need to be properly labelled with the student's name:
- A spare epi-pen for each student requiring one is kept in a locked cupboard in Reception. Records are kept for each child requiring an epi-pen;
- All students requiring an epi-pen or an inhaler must take one on a school trip (however short in duration);
- Any child refusing to take medicine in school will not be made to do so and parents will be informed about the dose being missed. All doses self-administered by the student will be recorded in the Administration of Medicines book (located in the Reception);
- A risk assessment may be needed before a school visit takes place and it is the duty of staff supervising the visit to ensure the safe storage of medicine during the visit.

Epi-pen – Only members of staff with First Aid Training specifically for the administration of epi-pens should administer an epi-pen (even in an emergency).

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at either of the schools belonging to Bicester Learning Academy Trust, they must first discuss their concerns with the relevant school. This will be with the

child's class teacher in the first instance for the primary school and the student's Student Support Manager at the secondary school, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Bicester Learning Academy Trust's Complaints Procedure.

Trained Staff

A list of trained staff can be found in the Reception areas and Staffrooms of the schools.

Policy status: Statutory

Review schedule: Annually

Policy Adopted:

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