



**Oreston Community Academy**

**Supporting Children with Medical Conditions and for the  
Administration of Medicine Policy**

**Date Reviewed by the Governing Body: Autumn 2024**

**Next Review date: Spring 2025 (or before if legislation changes)**



## Oreston Community Academy

### Supporting Children with Medical Conditions and for the Administration of Medicine Policy

The staff of Oreston Community Academy wish to ensure that children with medical needs receive proper care and support. Our intention is to ensure that children with medical conditions should have full access to education including trips and PE. At Oreston Community Academy, we ensure that staff are supported, trained and competent before they take on the responsibility of supporting children with medical conditions.

At Oreston Community Academy we will do the following:

- Ensure that children with medical conditions can and do participate fully in all aspects of school life, including art lessons, PE, visits, outings or field trips and other out-of-hours school activities.
- Keep a record of all children with medical needs.
- Write, in association with other healthcare professionals, Individual Healthcare plans where necessary.
- Respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- 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 keep, monitor and review appropriate records.

Schools have a responsibility for the health and safety of children 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 children with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all children at the school. This may mean making special arrangements for particular children so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Oreston Community Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that children with medical conditions may need (long or short term).

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. Children 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 children have a common law duty to act 'in loco parentis' and must ensure the safety of all children 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 may take 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 will enable us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

#### **Roles and Responsibilities**

The staff at Oreston Community Academy will work in partnership with healthcare professionals (and, where appropriate, social care professionals), local authorities, parents and children to ensure the individual needs of a child with medical conditions are met.

### **The role of the Governing Body:**

- To ensure that arrangements are in place to support children with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.
- To ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- To ensure that its arrangements give parents and children confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care.
- To ensure that staff are properly trained to provide the support that the child needs.
- To ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.

Governing bodies must make arrangements to support children with medical conditions in school, including making sure that a policy for supporting children with medical conditions in school is developed and implemented. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

The Governing Body of Oreston Community Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

### **The role of the Headteacher:**

- To ensure that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation.
- To ensure that all staff who need to know are aware of the child's condition.
- To ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all Individual Healthcare Plans, including in contingency and emergency situations.
- Has overall responsibility for the development of Individual Healthcare Plans.
- Make sure that school staff are appropriately insured and are aware that they are insured to support children in this way.

### **The role of the parents:**

- To provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition.
- Be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting.
- Carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- To notify the academy if there is a change in medication, a change in dosage requirements, or the discontinuation of a child's need for medication.

### **The role of children:**

- Wherever possible, the child should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.

### **The role of all staff:**

- All staff will be asked to provide support to children with medical conditions, including the administering of medicines.
- The staff at Oreston Community Academy receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

- All staff working closely with the child will know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

### **The role of other health care professionals:**

- Oreston Community Academy has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that the school are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's Individual Healthcare Plan and provide advice and liaison, for example on training.
- Other healthcare professionals, including GPs and paediatricians, will notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing Individual Healthcare Plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy, severe allergy). Please refer to individual policy e.g. Asthma.

### **Individual Healthcare Plans**

Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between Oreston Community Academy, healthcare professionals and parents so that the steps needed to help a child manage their condition and overcome any potential barriers to getting the most from their education are identified. The Individual Healthcare Plans will include:

- a) the child's medical condition, its triggers, signs, symptoms, treatments; medication needs and the level of support needed in an emergency. They include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons;
- b) specific support for the child's education, social and emotional needs, such as how absences will be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions;
- c) who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional;
- d) cover arrangements and who in the academy needs to be aware of the child's condition and the support required including supply staff;
- e) arrangements for written permission from parents for medication;
- f) arrangements or procedures for school trips or other academy activities outside the normal timetable; completion of risk assessments for visits and academy activities outside the normal timetable;
- g) the designated individuals to be entrusted with the above information;
- h) procedures in the event of the child refusing to take medicine or carry out a necessary procedure.

The Headteacher will have the final decision on whether an Individual Healthcare Plan is required.

With agreement of parents, children with serious medical conditions or an Individual Healthcare Plan will have their photo and brief description of condition, along with any other necessary information, in a folder in the office to ensure that supply teachers are made aware of children with medical needs. Children with medical conditions, which may require emergency attention, e.g. asthma, anaphylaxis, epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, 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 SIMs records and this information will be provided to class teachers annually.

## **Staff Training and Support**

A number of staff are trained in first aid and undergo regular updates in paediatric, child and adult first aid. Names of first aiders are detailed on posters that are displayed across the school. All staff have whole-school awareness training so that all staff are aware of the school's policy for supporting children with medical conditions and their role in implementing that policy.

When Individual Healthcare Plans are developed and reviewed, additional training is provided for staff to ensure that staff are competent and have confidence in their ability to support children with medical conditions and to fulfil the requirements as set out in Individual Healthcare Plans. Early Years first aid needs will differ from child and adult needs. Relevant healthcare professionals advise the academy on training to help ensure all medical conditions affecting children in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

At Oreston Community Academy, we understand that the family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views.

A record of staff training and expiry dates are kept within the office. Training for the administration of medicine will be recorded using Appendix D.

## **The Child's Role in Managing their own Medical Needs**

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within Individual Healthcare Plans. Where it is appropriate to do so, children will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

For younger children or those who are unable to self-manage, staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents should be informed so that alternative options can be considered.

## **Managing Medicines on School Premises**

Parents must submit a written permission using the Parental Agreement to Administer Medicine form before any medicine is administered. Non-prescription medicines (over the counter medicines) can also be administered in school following written permission by the child's parent. Medicines to be given during the school day must be in their original container as dispensed by the pharmacy. Medicines must be in-date, labelled and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. Controlled drugs may also be administered, subject to further considerations which will have to be addressed on an individual circumstance.

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.

Only approved staff members will administer medicines. Before administering any medicine, staff must complete a medicine check to ensure the following are correct:

- ✓ Right child
- ✓ Right medicine
- ✓ Right dose

- ✓ Right route
- ✓ Right time

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 using the 'Record of Administration of Medicines' form (located in the office).

All medicines will be stored safely and securely as per the instructions detailed within the 'Parental Agreement to Administer Medicine' form. Medicines needing refrigeration will be stored in the fridge within the office, where a log of temperature will be maintained. Some medicines and devices e.g. inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. Inhalers are kept in the child's classroom and carried with the child, for ease of access during outside activities.

Auto-adrenaline pens are kept in locked cupboards in relevant children's teaching areas.

Sharps boxes should always be used for the disposal of needles.

When medicines are no longer required, they are returned to the parent (directly) to arrange for safe disposal.

### **Record Keeping**

Written records are kept of all medicines administered to children on the 'Record of Administration of Medicines' form. A record of the child, stating what, how much was administered, when and by whom is kept in the office. Parents should be informed if their child has been unwell at school.

Children self-administering asthma inhalers need to present their inhaler book to a member of staff who will record the self-administration.

### **Emergency Procedures**

Oreston Community Academy has arrangements in place for dealing with emergencies for all school activities wherever they take place, including school trips. Where a child has an Individual Healthcare Plan, this should clearly define what constitutes as an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

All trained first aid staff know what to do in the event of an emergency. Each classroom has a red card for a child (**if there is not another adult in the classroom**) to take into the next classroom or the school office to summon first aid help in the case of any emergency. There is also a red card in all club registers. Another adult would lead the rest of the class away from the situation.

If an ambulance needs to be called, a member of staff will provide:

- Postcode of the incident **PL9 7JY**
- Name of the child
- Age of the child
- An outline the problem/emergency requiring an ambulance.

Call-takers are trained to ask for as much information as possible in order to provide the most appropriate response. If practicable, access to the child's Individual Healthcare Plan may be helpful.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany the child to hospital by ambulance. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Day Trips, Residential Visits and Sporting Activities**

Oreston Community Academy's intention is to ensure that children with medical conditions have full access to education including trips and visits, or in sporting activities, and not prevent them from doing so.

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Wherever possible, arrangements will be made for the inclusion of the child unless evidence from a healthcare professional states that this is not possible.

Reasonable adjustments will be taken to enable children with medical needs to participate fully and safely on visits.

Risk assessment will be in place so that arrangements take account of any steps needed to ensure that the child with medical conditions is included. This might require consultation with parents and the child and advice from the relevant healthcare professional to ensure that children can participate safely.

### **Unacceptable Practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or 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 Individual Healthcare Plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent children 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 child, 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 children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

### **Complaints**

Please refer to the complains policy.

**Policy Author:** Lindsay Houghton – Deputy Headteacher

**Date Reviewed:** Autumn 2022

**Review Date:** Spring 2025, unless legislation changes sooner

### **Appendices**

Appendix A: Individual Healthcare Plan

Appendix B: Parental Agreement to Administer Medicine

Appendix C: Record of Medicine Administered to all Children

Appendix D: Staff Training Record – Administration of Medicines

Appendix E: Letter Inviting Parents to Contribute to Individual Healthcare Plan Development