



Supporting Pupils with Medical Conditions Policy

Adopted by: Governing Body
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The Delta Education Trust
Registered in England and Wales – Number 08382383 An exempt Charity and Company Limited by Guarantee.
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Introduction

Delta Education Trust aims to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Delta Education Trust provides education for pupils with social and emotional needs and for those with conditions on the autistic spectrum (ASD). The trust is committed to working with pupils to identify and address their barriers to learning.

We believe that all individuals have rights and responsibilities to themselves and to others.

This is based on the belief that all individuals are of value and should be given the opportunity to learn and develop potential.

Our overarching aim is to enable young people to develop their full potential to lead a purposeful life.

Key Objectives:

- The provision of personalised, high quality education with flexible learning pathways
- The development of personal and social skills
- Partnership working with parents, schools and other agencies.
- The development of positive strategies to overcome barriers to learning
- Preparing our pupils well for the next stage of their education and for life in modern Britain.

Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. 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.

1.2. The Local Governing Body is responsible for:

- 1.2.1. The overall implementation in each academy of the Supporting Pupils with Medical Conditions Policy and procedures.
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the trust's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to individual pupils and across the academy population.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Head of School is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures in each academy.
- 1.3.2. Making staff aware of this policy.

- 1.3.3. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.4. Making staff who need to know aware of a child's medical condition.
- 1.3.5. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5. School Health Practitioners are responsible for:

- 1.5.1. Notifying the academy when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the academy informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at a Delta Education Trust Academy, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 3.4. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.5. The Business Operations Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. 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 member of staff.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head of School, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.3. 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. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. 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 for an academy to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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.
- 6.7. A maximum of 2 weeks supply of the medication may be provided to the academy at one time.
- 6.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents.
- 6.10. Written records will be kept of any medication administered to children.
- 6.11. Pupils will never be prevented from accessing their medication.
- 6.12. Delta Education Trust cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the academy's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Avoiding unacceptable practice

- 8.1. Delta Education Trust understands that the following behaviour is unacceptable:
 - Assuming that pupils with the same condition require the same treatment.
 - Ignoring the views of the pupil and/or their parents.
 - Ignoring medical evidence or opinion.
 - Sending pupils home frequently or preventing them from taking part in activities at school
 - Sending the pupil to the medical room or office alone if they become ill.
 - Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
 - Creating barriers to children participating in school life, including school trips.
 - Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

- 9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

10. Complaints

- 10.1. The details of how to make a complaint can be found in the Complaints Policy.