

# Supporting Students with Medical Conditions – appendix

Samuel Barlow Primary Academy

March 2022

# **SAMUEL BARLOW PRIMARY ACADEMY**

## **Procedure for the administration of medicines and supporting pupils with medical conditions**

### **Aim of this procedure document**

To ensure that pupils with medical conditions are properly supported so that they have full access to education including school trips and physical education.

Ensure that medicines are managed safely but effectively on the Academy premises.

### **Key principles:**

Pupils with long term and complex medical conditions may require ongoing support, medicines or care whilst at the Academy to help them manage their condition and keep them well. Needs may change over time. We aim to ensure parents are confident that we will provide effective support for their child supported by the advice and guidance of other professionals.

We recognise that there may be social and emotional implications associated with medical conditions along with possible issues brought about by attendance issues and will support pupils effectively in limiting the impact.

Some children with medical needs may be considered disabled and may have other educational needs. At Samuel Barlow Primary Academy, the SEN policy will be fully considered in meeting all the needs of children.

### **Responsibilities:**

#### **The Local Authority:**

- Commissioning school nurses and promoting co-operation between partners
- Providing support and training
- Making arrangements for pupils who are unable to attend mainstream education due to their needs

#### **Health services – including GPS / school nurses:**

- Informing the Academy where a pupil's medical need is identified
- Providing specialist guidance and training where appropriate

#### **The Governing Body:**

Ensuring compliance with guidance to ensure support for pupils with medical conditions and ensuring adequate resources to meet need. No child with a medical condition will be denied admission or prevented from taking up a 3 place due to arrangements for medical condition not being made. In line with safeguarding duties, governing bodies will ensure pupils' health is not put at risk from, for example, infectious diseases which may mean not accepting a child in school at times when it would be detrimental to do so.

**The Principal will:**

- Ensure implementation of this policy
- Ensure the Academy meets the statutory requirements
- Strive to improve provision for all pupils
- Ensure sufficient staffing to meet need
- Provide access to training for staff

**Special Needs Co-ordinator, Family Support Advisor or Senior First Aider will:**

- Ensure provision across the Academy and review of provision for individual pupils thereby reviewing this procedure considering the advice of other healthcare professionals.
- Ensure staff have appropriate training
- Ensure that risk assessments for Academy trips are completed for individual pupils with medical needs
- Support the Principal to ensure cover is in place where necessary for staff absence
- Liaise with the disability team at Fountaindale to support staff in adapting the curriculum to pupil need

**Class teachers:**

- Ensure plans for pupils are implemented day to day and working with professionals to implement programs of support
- Ensure all curriculum activities planned including Academy trips, residential and PE lessons are accessible for all pupils including those with medical needs

**Procedure for pupils with medical needs:**

The Academy will not wait for a diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, judgement will be made based on available evidence in consultation with parents.

Every effort will be made to seek as much information as possible about pupils with identified needs who begin at the Academy or transfer from another school/Academy to ensure support is in place for a smooth transition.

Where pupils have conditions that are long term / complex / likely to fluctuate or where there is high risk that emergency intervention will be needed, an individual health care plan will be implemented by the Academy SENCo, Family Support Advisor or Senior First Aider considering factors outlined in the guidance document. These plans will be reviewed at least annually or according to need.

Where an individual healthcare plan is in place, it should state what constitutes an emergency and what action should be taken.

In best meeting the needs of pupils with medical conditions, The Academy recognises the importance of partnership working between Academy staff and with other agencies. In supporting this, all parties will be invited to contribute to arrangements for the pupil and review of support. The

expertise of specialist workers will be essential to ensure the Academy is fully able to support the child and provide training where necessary. The school nurse will be contacted to provide support where appropriate to provide additional guidance.

### **Administration of medicines:**

The Academy will not administer medicines unless they have been prescribed with given dosage and instructions as detailed later in this policy 'Managing Medicines on Academy Premises'. Where regular long term medication or medication other than standard prescribed medicines is necessary to support pupils, this will be set out in an Individual Health Care Plan. The Academy Principal will ensure that appropriate training is provided for staff administering this medication.

### **Staff authorised to administer medicines:**

Only staff who have received medicine management guidance should normally administer medicine to pupils.

In an emergency – where the administration of life saving medicine is necessary and there is no trained staff in the vicinity – and it is in the pupil's best interest to receive medicine urgently (e.g. EpiPen injection) any staff member willing to administer the medicine could do so before an ambulance is called.

Parents/Carers should be advised that staff in the Academy are not obliged to administer medication to their child and may refuse to do so. They should encourage their GP to prescribe administration of medicines at times other than during the Academy hours if possible.

### **The child's role in managing their own medical needs:**

The Academy will encourage pupils who are competent to manage their own health needs and medicines after discussion with parents. This will be included in the child's individual health care plan.

Pupils will be able to access own medicines with an appropriate level of supervision.

***Where a child refuses to take their medicines, staff will not force them to do so but will consult with the SENCo Family Support Worker/Senior First Aider who will inform parents to discuss options.***

### **Managing Medicines on School premises:**

- The Academy will only administer medicines when it is detrimental to a child's health or school attendance not to do so
- Only prescribed medicines will be administered (unless there is an individual health care plan) and the Academy must have written consent for all medicines to be given.
- Wherever possible medicine routines should be arranged around school hours
- Only medicine in its original packaging (with the Pharmacy Dispensing label printed clearly upon it stating the child's name, date of birth, medicine to be given, dose to be given and when to be given) can be accepted.

- Medicines are stored securely i.e. in locked cupboard in small kitchen with the exception of medicines which pupils need immediate access to i.e. inhalers, glucose testing meters, adrenaline pens which should be kept readily available in classrooms. Risk assessments for Academy trips and residentials will specify the arrangements for access to medication and storage.
- Staff administering medicines will check the name on the container and dosage. A record will be kept of medicines administered – when and by whom.
- Out of date medicines or medicines no longer required will be returned to parents for disposal

#### **Procedure:**

- All medicines will be brought to the Academy office and a permission form signed **if** it is essential that medicines be administered in the Academy day
- The Family Support Worker/Senior First Aider will ensure the medicine is stored securely and inform the member of staff administering the medicine. They will also notify the member of staff of any possible side effects to be aware of - The member of staff administering the medicine will ensure doses administered are recorded along with any side effects which will be passed on to the first aider. Two people will be present when administering medicine.
- The Senior First Aider will carry out a weekly check of the record sheet to ensure appropriate and accurate recording and will check for any medicines remaining
- The parent will collect the medicine at the end of the Academy day or when appropriate from the Academy office. The name will be checked before handing it over to the parent.

***Medicines will not be given to children for collection unless they are responsible for their medication and this is recorded in the individual health plan. In an emergency situation, the class teacher will ensure that pupils who require regular medication have their medicine with them. If this is not possible due to the nature of the emergency, the senior leadership team will be informed who will take appropriate action.***

#### **At Samuel Barlow Primary Academy, we do not:**

- Ignore the views of children or their parents
- Send children with medical conditions home frequently or prevent them from accessing wider school activities unless this is part of the healthcare plan
- Leave poorly children including children with a medical condition unaccompanied
- Prevent pupils from drinking, eating or going to the toilet in order to manage their condition effectively
- Require parents to attend the Academy to administer medication or provide medical support to their child
- Expect parents of children with medical conditions to accompany on Academy trips or school activities unless they choose to do so
- Penalise children for low attendance due to a medical condition – at the Academy Principal's discretion hospital appointments/consultations will not count towards attendance scores

***“Mental health is a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.”***

(World Health Organisation)