



WCAT

Brookfield Academy

Policy for Supporting Pupils/Students at
School with Medical Conditions

(Administration of Medicines)

Policy created by: Julie Day and Andrea Smith on: 05.10.2016

Ratified by: Wakefield City Academies Trust Board on:

To be reviewed by: Wakefield City Academies Trust Board on:

Policy Reference Number:

Version Control Sheet

Version	Date	Author	Status	Comment	Review Date
1	05.10.2015	J.Day & A.Smith	LAIP SEND & SENCO		05.10.2016
2	09.09.2016	J.Day & A.Smith	LAIP SEND & SENCO		09.09.2017
3	01.09.2017	J.Day & A.Smith	LAIP SEND & SENCO		01.09.2018

* In this document:

- the term 'parent' includes guardian and primary carer
- the term 'student' includes pupil
- the term 'Principals' includes and Headteacher Co-Headteacher
- the term 'Vice Principal' includes Deputy Head

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Supporting pupils with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

April 2014

Our aim is to ensure that all pupils/students with medical conditions are properly supported in the academy so that they can have full access to education, including visits and physical education. They should play a full and active role in academy life, remain healthy and safe and achieve their academic potential. It is our aim to ensure that parents/carers feel confident in our ability to provide effective support for medical conditions in the academy.

'Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours'

Supporting pupils with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

April 2014

Some pupils/students with medical conditions may be disabled and where this is the case we will link our responsibilities to the Equality Act 2010. Some may have additional needs, a statement or an Education, Health and Care Plan which will address how best to meet their needs.

It is the parent's/carer's responsibility to inform the academy about their child's medical needs. It is expected that there would be a simple agreement between parents/carers and the academy in relation to administering medicines or providing health care. A template for this is used and is available on request.

Parents/carers will be asked to complete an Administration of Medicines/Treatment Form which is available from the academy office. Once completed these forms will be kept in the academy office/ designated area and must be updated by parents/carers with the academy if there are any changes necessary.

All forms used by the Academy are in line with the templates provided by the Department for Education.

If a pupil/student is on constant, repeat prescription it is the responsibility of the parent/carer to ensure that there is always a stock in the academy to avoid the danger of running out.

Parents/carers should also ensure that medication is in date. Parents would usually dispose of out of date medication.

An individual health care plan will be written in conjunction with parents and will be reviewed annually unless there are changes. (see attachment – medical health care plan).

Emergency plans will be written when appropriate.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist 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 pump, rather than its original container.

We will not administer medicine containing aspirin unless it is prescribed by a doctor.

The academy will not administer medicines which are not prescribed by a medical professional, (this includes Calpol, Paracetamol, headache tablets, cough sweets or any medicines containing Ibuprofen), unless there are exceptional circumstances which have been discussed and agreed with parents/carers.

Most medicines are stored securely within a lockable cupboard.

Medicines and devices such as asthma inhalers will be always readily available to children and not locked away. Those medicines needing cold storage will be stored in a specific fridge in the designated area.

Once medicines are administered a record is kept to include the time, dosage and staff responsible.

The academy will consider what reasonable adjustments need to be made to enable pupils/students with medical needs to participate fully and safely on visits. This will be done in consultation with parents/carers. Appropriate risk assessments in line with local and national guidelines will be written.

When appropriate, pupils/students will be encouraged to be in control of managing their health needs. If a pupil/student refuses to take medicine staff will not force them to do so. Parents/carers will be contacted immediately to confirm alternative options.

If a pupil/student is accessing organised home to the academy transport the academy and parent/carers will ensure that escorts and drivers are aware of their medical needs.

We ensure that pupils/students will drink, eat or take toilet breaks whenever they need to in order to manage their medical condition effectively.

We will make reasonable adjustments to rewarding good attendance if the medical condition means that the pupil/student has to attend regular medical appointments. Any long term absence in relation to the medical condition will be managed effectively alongside parents/carers and support put in place if deemed appropriate to limit the impact on the pupil's/student's educational attainment and emotional wellbeing.

We constantly strive to ensure that we are implementing national and local guidance.

Allergies

Information and photographs of those children who suffer from an allergy are available to all staff.

The academy has identified those able to administer adrenaline via an Epi Pen when necessary.

If any allergy relief medication has to be administered in cases of urgency, the academy will identify a procedure and those involved in that procedure.

If a pupil/student needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany them to hospital by ambulance.

Staff Training and Awareness

The academy will ensure that all staff are provided with training in relation to different conditions and that specific staff will be provided with bespoke training for individual pupils/students needing high level care.

A record of relevant training will be kept by senior leaders in the academy.

We work alongside the school nursing services as much as possible.

All staff will be made aware of those pupils/students with a medical condition. Class teachers are issued with lists informing them of any medical issues. Staff are able to access information electronically through secure sites as well as having access to files and documents.

Liaison with pre-school services and providers, primary and secondary schools as appropriate, will ensure that transition arrangements are robust as a pupil/student moves settings. This will allow for adequate preparation and understanding by staff in the setting the pupil/student is moving to.

Senior leaders will address cover issues due to staff absence when necessary.

Individual staffing needs and professional development in relation to supporting pupils/students with medical conditions will also be integrated in the academies appraisal system.

Those Responsible

The Local Governing Body is responsible for ensuring that policy is put into practice and this will be reviewed at least annually. They will also support all staff involved by agreeing to them accessing training and by ensuring that they feel secure and comfortable that they are adhering to national and local guidance.

The Local Governing Body with the Head teacher will ensure that there are appropriate levels of insurance in place.

The Local Governing Body with the head teacher will address the complaints procedure at least annually.

The head teacher with support from the Senior Leadership Team and the Special Needs Co-Ordinator (SENCO) are responsible for ensuring that the day to day implementation of the policy is carried out in a smooth way and is embedded in practice.

The Special Needs Co-Ordinator (SENCO) will oversee the individual support plans (eg health care plans) especially when they are connected to a special educational need and/or disability. It will usually be the case that the SENCO chairs any relevant multi-agency meetings involving parents/carers.

The SENCO will support the head teacher by organising and facilitating staff training.

The SENCO will monitor the academic progress and attendance of those children with a medical condition and will address concerns when necessary.

A named identified member of staff will be responsible for administering medicines and this will be made clear to parents/carers.

Identified members of staff will have up to date first aid training and certificates.

The parent/carer is responsible for passing on medical information to the academy and for playing an equal part in ensuring that the child's needs are met.

The SENCO will ensure that there is adequate consultation with the pupil/student and will encourage the child to be part of discussions about their medical needs and support as much as possible.

Pupils/students who can take their medicines themselves or manage procedures must accept that they may require an appropriate level of supervision.

Pupils/students should know where their medicines are at all times.

Appropriate links to Government documentation are:

<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

The named governor for supporting provision for vulnerable pupils/students is: To be appointed

The Head teacher is: Mrs Julie Mills

The named person for administering medicines is: Mrs Kerry Warburton

The SENCO is: Mrs Andrea Smith

Record of staff with current First Aid Certificates is held by the Office, Designated Safeguarding Lead and SENCO

Other relevant members of staff are: Mrs Horner (Office Manager), Mrs Katie Green (Inclusion manager)

Examples of forms used, of training records and other policies or plans that may be related to this are available to anyone on request. Please see below for the Health Care Plan .



Brookfield Academy

Templates for supporting children with medical conditions and administering medication

September 2017

Individual healthcare plan



Name of school/setting	Brookfield Academy
Child's name	
Group/class/form	
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	
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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

The above information is, to the best of my knowledge and accurate at the time of writing. I will inform the school/setting immediately, in writing, if there is any change.

Signature(s) _____

Date _____