



Launceston College

A Multi Academy Trust

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Updated on: June 2018

Review by: LOR

Section 100 of the **Children and Families Act 2014** places a **duty on** governing bodies of maintained Colleges, to make arrangements for supporting students at their College with medical conditions. In meeting the duty, the Local Governing Board, **must** have regard to guidance issued by the Secretary of State under this section. This means to take account of the guidance and to carefully consider it. Having done so, there would need to be a good reason to justify not complying with it.

This policy has been developed from guidance in “Supporting Students at College with Medical Conditions – December 2015”.

Aim

The Launceston College Multi Academy Trust aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in College life, remain healthy and achieve their academic potential.

At Launceston College we will ensure that:

- Students at College with medical conditions will be supported so that they have full access to education, including College trips and physical education.
- We will consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported according to the advice they provide.
- We will make reasonable adjustments to enable the above conditions to thrive and to provide the optimum learning environment for all children.
- For children with SEND, their needs will be managed according to the Special Educational Needs Code of Practice 0-25 September 2014 (DFE).
- No child with a medical condition will be denied admission or prevented from taking up a place in College because arrangements for their medical condition have not been made.
- Students' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in College at times where it would be detrimental to the health of that child or others to do so.

The named persons responsible for policy implementation will always include: a designated senior leader and the first aider on duty.

Procedures:

In consultation with the Public Health Service and other training providers, arrangements will be made to ensure that:

- sufficient staff are suitably trained in First Aid, use of the advisory defibrillator, and administration of medicines relating to specific medical conditions and refresher courses will be undertaken at appropriate intervals as required to keep competencies up to date
- all relevant staff will be made aware of a child's condition
- risk assessments for College visits, holidays, and other College activities outside of the normal timetable will be monitored and reviewed
- individual healthcare plans will be developed and then reviewed at least annually in consultation with parents, child, the first aider.

- advice relating to Individual Healthcare Plans will be followed when appropriate (see Appendix 1)

Roles and responsibilities:

Supporting a child with a medical condition during College hours is not the sole responsibility of one person. A College's ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between College staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and students will be critical (DfE December 2015).

Launceston College Local Governing Body will therefore endeavour to:

- ensure that the College's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make for supporting students at College with medical conditions
- ensure that sufficient staff have received suitable training and are competent before they take on the responsibility of supporting children with medical conditions

The Principal will endeavour to:

- ensure that all staff are aware of this policy and how they can contribute to its implementation
- ensure that all staff who need to know are aware of a child's condition
- ensure that staff are appropriately insured to support students
- ensure that sufficient staff have received suitable training and are competent to deliver against all healthcare plans drawn up in consultation with the College nurse and First aider.
- ensure that whole College awareness training will be updated yearly for administration of epi-pens and advice regarding asthma and diabetes

All College staff will endeavour to:

- provide support to students with medical conditions, although they cannot be required to administer medicines
- take account of medical conditions of any students that they teach
- follow specific identified First Aid procedures for students with medical conditions

The child's role in managing their own medical needs

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures which may be reflected within an individual healthcare plan. This will relate to conditions specified as: asthma, diabetes, cystic fibrosis and anaphylaxis.

Children will be allowed to carry anti-histamine tablets, Creon capsules (Cystic Fibrosis), travel sickness tablets, asthma inhalers and epi-pens and relevant devices and therefore will be able to access their medicines for self-medication quickly and easily. All other medicines will be stored in the first aid room.

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

Managing medicines on College premises:

The governing body will ensure that the College's policy is clear about the procedures to be followed for managing medicines:

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

Only medications that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage accompanied by a College medicines form will be accepted. The exception to this is insulin which must still be in date, but will generally be available to Colleges inside an insulin pen or a pump, rather than in its original container. A three dose or less antibiotic treatment will not be accepted.

All medicines will be stored safely by the First Aider in the first aid room. Children will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away particularly when outside of College premises eg on College trips. Paracetamol or Ibuprofen will only be given with parental consent either written or with a phone call; there are medical consent forms available from the first aid room for students if parents wish to complete one.

Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff will have access. A record will be kept of any doses used and the amount of the controlled drug held in College. The first aider will administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions. A record will be kept of all controlled drugs administered to individual children, stating what, how and how much was administered, when and by whom and signed by first aider and the student. Any side effects of the medication to be administered at College will be noted.

When no longer required, medicines will be returned to the parent to arrange for safe disposal, if it is not possible to return the medication we will dispose of it safely. Any needle tips or other sharps to be taken home by the student for disposal.

Record keeping

The first aider will ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at College.

Emergency procedures

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the College should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance if parents cannot be contacted. The member of staff will stay at the hospital until an appropriate family member can provide appropriate care.

Insurance and indemnity

Launceston College staff are permitted to undertake basic medical procedures and, as long as they have been adequately trained, will be covered under the Launceston College public liability insurance policy accordingly.

Training

At Launceston College, once the first aider or senior leader has been informed by the College nurse or parent of a specific medical condition, which may need either a healthcare plan or specific actions relating to care, the College nurse will advise on training and jointly commission adequate training with the cooperation of the College first aid service.

Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the College, that is, with the first aider in the first instance, or the senior leader designated to oversee medical conditions. If for whatever reason this does not resolve the issue, they may make a formal complaint via the College's complaints procedure displayed on the College website.

Appendix 1 Advice on Individual Healthcare Plans from:

Supporting Pupils at College with Medical Conditions - Statutory Guidance for Governing Bodies of Maintained Colleges and proprietors of Academies in England” DfE December 2015

Individual healthcare plans can help to ensure that Colleges effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The College, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan

The format of individual healthcare plans may vary to enable Colleges to choose whichever is the most effective for the specific needs of each pupil. They should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should not be a burden on a College, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child’s condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans, (and their review), may be initiated, in consultation with the parent, by a member of College staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the College, parents, and a relevant healthcare professional, eg College, specialist or children’s community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which a College should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the College. **The governing body should ensure that plans are reviewed at least annually or earlier if evidence is presented that the child’s needs have changed. They should be developed with the child’s best interests in mind and ensure that the College assesses and manages risks to the child’s education, health and social well-being and minimises disruption.** Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Where a child is returning to College following a period of hospital education or alternative provision (including home tuition), Colleges should work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the College needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the pupil during College hours;
- separate arrangements or procedures required for trips or other College activities outside of the normal College timetable that will ensure the child can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Appendix 2

The following flowchart will act as a basic model to follow by the named responsible professionals.

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Parent or healthcare professional informs the College that the child is newly diagnosed, or is due to start a new College, or is returning to College after an absence, or the child's needs have changed



Meeting to discuss and agree on the need for an Individual Healthcare Plan to include key College staff, relevant healthcare professional(s), parent and child.
Reports to be provided if appropriate



Agreement is reached on who will write the plan, this MUST have input from the healthcare professional and relevant training needs for staff must be identified



Healthcare professional commissions or delivers relevant training for staff in consultation with designated senior leader



Individual Healthcare Plan is made available to all staff and reviewed annually or when the child's condition changes, this will be initiated by parent or healthcare professional

Appendix B – Bideford College

STATEMENT OF INTENT

Bideford College wishes to ensure that students with medical conditions receive appropriate care and support at College. 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. At Bideford College, we aim to ensure that students:

- Stay as healthy as is reasonably practicable.
- Stay Safe.
- Enjoy and achieve.
- Make a positive contribution.
- That staff – Feel confident in knowing what to do in an emergency.

Bideford College understands that certain medical conditions can be potentially life-threatening – particularly if ill-managed or misunderstood. The College understands the importance of medication being taken as prescribed. All staff understand the common medical conditions that affect children at this College. Staff receive training on the impact medical conditions can have on students. Bideford College aims to enable full inclusion for all students where reasonably practicable.

DEFINITIONS

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Bideford College, including teachers.

KEY ROLES AND RESPONSIBILITIES

The Local Authority (LA) is responsible for:

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

The Governing Body is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Bideford College.
 - Ensuring that the Supporting Students 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.
 - Handling complaints regarding this policy as outlined in the College's Complaints Policy.
 - Ensuring that all students with medical conditions are able to participate fully in all aspects of College life.
 - Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
 - Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
 - Keeping written records of any and all medicines administered to individual students.
 - Ensuring the level of insurance in place reflects the level of risk.

The Executive Principal is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Bideford College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).

- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

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

School nurses are responsible for:

- Notifying the College when a child has been identified with requiring support in College due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- The College Nurse is responsible for administering injections.

Parents and carers are responsible for:

- Keeping the College informed about any changes to their child/children's health.
- Completing a Parent/Carer Agreement for the College to Administer Medicines form (Appendix 1) before bringing medication into College.
 - Providing the College with the medication their child requires and keeping it up to date.
 - Collecting any leftover medicine at the end of the course or year.
 - Discussing medications with their child/children prior to requesting that a staff member administers the medication.
 - Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Executive Principal, other staff members and healthcare professionals.

The role of the child:

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students 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 (Medical Room). Kept in a locked cabinet.
- If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of the Nurse/designated staff member.

TRAINING OF STAFF

Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

Asthma / Cystic Fibrosis / Diabetes / Epilepsy / Epipen / First Aid / Vagal Nerve stimulator training The clinical lead for this training is Linda Buckland.

No staff member may administer medicines / prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The HR Officer will keep a record of training undertaken and a list of staff/teachers qualified to undertake responsibilities under this policy.

INDIVIDUAL HEALTHCARE PLANS (IHCPS) Where necessary, an Individual Healthcare Plan (IHCP) (Appendix 1) will be developed in collaboration with the student, parents/carers, Executive Principal, Special Educational Needs Coordinator (SENCo) and medical professionals. IHCPs will be easily accessible whilst preserving confidentiality.

- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

MEDICINES

- Where possible, it is preferable for medicines to be prescribed in order that allows the student to take them outside of College hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a Parent/Carer Agreement for the College to Administer Medicine (Appendix See attached) up to date.
- No child will be given any prescription or non- prescription medicines without written parent/carer consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve the parents/carers while respecting their right to confidentiality

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- 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.
- A maximum of four weeks supply of the medication may be provided to College at one time.
- Controlled drugs (Ritalin) may only be taken on College premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the Medical Room (Locked cupboard).
- Any medications left over at the end of the course will be returned to the child's parents/carers.
 - Written records will be kept of any medication administered to children and signed for by the person giving the medication.
 - Students will never be prevented from accessing their medication.
 - Bideford College cannot be held responsible for side effects that occur when medication is taken correctly.

EMERGENCIES

Medical emergencies will be dealt with under the College's emergency procedures.

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Students will be informed in general terms of what to do in an emergency such as telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

AVOIDING UNACCEPTABLE PRACTICE Bideford College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
 - Sending students home frequently or preventing them from taking part in activities at College where reasonably practicable.
 - Sending the student to the medical room alone if they become ill.
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents/carers feel obliged or forcing them to attend College to administer medication or provide medical support, including toilet issues.
- Creating barriers to students participating in College life, including College trips.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

INSURANCE

Teachers who undertake responsibilities within this policy are covered by the College's insurance.

The College will maintain an appropriate indemnity insurance to cover staff providing support to students with medical conditions.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the College Business Manager.

COMPLAINTS

The details of how to make a complaint can be found in the Complaints Policy:

Stage 1 - Complaint Heard by Staff Member Stage 2 - Complaint Heard by College Principal Stage 3 - Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

ASSOCIATED POLICIES/PROCEDURES

Health & Safety Policy
Safeguarding Policy and Procedure
Special Educational Needs / Disability (SEN/D) policy

REVISION HISTORY

003 Review due to new SEN/D policy (Nov14)
002 DCC update Sep11 (Dec11)
001 Original document

APPENDIX 1 – PARENT/CARER AGREEMENT FOR THE COLLEGE TO ADMINISTER MEDICINE

PARENT/CARER AGREEMENT FOR BIDEFORD COLLEGE TO ADMINISTER MEDICINE

Note to Parents/Carers

The College will not give your child medicine unless you complete and sign this form as the College has a policy that staff can administer medicine.

All medicines must be in the original container as dispensed by the pharmacy, with the young person's name, its contents, the dosage and the prescribing doctor's name.

Prescribed Medication

Date _____

Child's name _____

Date of birth _____

Tutor group _____

Name & strength of medicine _____

How much to give (dose to be given) _____

When to be given _____

Number of tablets/quantity to be given to the College	_____
Time limit (how long your child needs to take the medication)	_____ Day/s _____ Week/s
I give permission for my child to carry their own asthma inhalers	Yes / No / Not applicable (delete as required)
I give permission for my child to carry their own asthma inhalers and manage its use	Yes / No / Not applicable (delete as required)
I give permission for my teenage child to carry their adrenaline auto injector for anaphylaxis (Epipen)	Yes / No / Not applicable (delete as required)
I give permission for my child to carry and administer their own medication in accordance with the agreement of the College and medical staff	Yes / No / Not applicable (delete as required)

Reason for medication _____

Daytime phone number of the parent / adult contact _____

Alternative contact in the event of an emergency _____

Name and phone number of GP _____

Agreed review date to be initiated by (named member of staff)

I confirm that the medicine detailed above has been prescribed by a doctor, and that I give my permission for the College authorised person

to administer the medicine to my child during the time they are at College. I will inform Bideford College immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's/Carer's signature*: _____

Date: _____

*Parent/Carer with parental responsibility

Appendix E – Egloskerry Primary School

Policy created following guidance from:

- Asthma UK: www.asthma.org.uk/Sites/healthcare-professionals/pages/schools-and-early-years
- 'Statutory Guidance on Supporting Pupils with medical Conditions' Sept 2014

1. Keeping children with medical conditions safe at Egloskerry school

Schools are required to have in place a Medical Conditions Policy for children which includes the child having an individualised health plan if it's felt to be appropriate. Procedures are in place to ensure that information is cascaded when notification is received that a pupil has a medical condition.

2. Asthma

Schools have a responsibility to be prepared about what to do when a pupil has an asthma attack while at school. This is why a schools medical conditions/asthma policy is so important – to make sure when a child has an attack everything possible is done to ensure they receive the best care as quickly as possible. A policy is also important so that children with asthma are able to enjoy and achieve in their school life.

Being part of a school community which is asthma-aware and understands their needs will help them to reach their full potential.

This policy should explain how the school intends to meet the needs of children with medical conditions including asthma, keeping them safe without having to unnecessarily excluding them from activities that are an important part of school life, such as school trips.

3. The following procedures are in place to support pupils with asthma:

(Asthma UK recommends these as the core points for a useful policy)

- A school asthma register
- Immediate access to the child's emergency reliever
- A spare inhaler and spacer
- Asthma awareness training for staff (covered in First Aid)
- Excellent record keeping and home/school communication
- A safe environment for children with asthma

This procedure is also followed for other medical conditions. Where necessary Health Plans are put into place (see point '7' below). Where required, this medical information is passed on during pupil transition e.g. into Secondary school and/or in-year transition and for supply teachers.

Our school asthma register

This identifies all pupils/students with asthma and forms a central record to inform all staff and supply staff.

Immediate access to inhalers

All pupils/students are able to access their emergency reliever inhaler (usually blue) rapidly at all times including during PE, school trips etc. Remembering medicines, including inhalers, forms part of our school trip checklist and risk assessment provision.

Spare inhaler and spacer

From 1 October 2014, all schools were able to keep a spare inhaler kit in school for use in an emergency (if the child's own inhaler is not immediately accessible). This is not mandatory and should not replace the requirement that parents arrange for children to have their own reliever inhaler in school. Egloskerry provide a spare inhaler kit.

4. Staff who understand medical conditions (including asthma)

Any member of school staff at Egloskerry may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff at Egloskerry receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

It is important that all school staff understand asthma so that they have the skills to support pupils/students. All staff undertake regular training on managing asthma in schools. New staff have induction training which includes reference to specific pupils' medical needs. We follow local authority guidance for governing bodies on what the appropriate training intervals are.

Asthma focus - All staff know (covered in First Aid training):

- What can trigger asthma symptoms
- How to recognise an asthma attack
- What to do in an asthma attack

4b. The School Defibrillator

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. The school has a defibrillator; it is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. We undertake Defib training and have notified the local NHS ambulance service of its location. Staff members appointed as first-aiders are also trained in the use of CPR.

5. Excellent record-keeping and home/school communication

Any first aid and/or asthma related concerns are communicated to parents/carers. The school office is kept informed of any changes in the child's asthma and that they inform

parents/carers of any asthma symptoms at school. We use the Asthma UK School Asthma Card.

6. An asthma-friendly environment

Common asthma triggers at school include pollen, animals, colds and viral infections, dust, pollution, and cold weather. It is impossible to eradicate asthma triggers completely from the school environment but we are aware of what triggers exist and what can be done to reduce avoidable triggers.

7. Individual Health Plans

This is now a statutory requirement for pupils with specific medical problems, including asthma, where necessary. These plans are kept in our medical file in the office and cascaded to staff where necessary.

8. Responsibilities

The Headteacher has overall responsibility for the development of a medical conditions policy and associated individual healthcare plans. This is completed with administrative support from the school office team.

The Headteacher ensures that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

9. School nurses

Every school 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.

Appendix 1 lists other key areas relating to this school from the DfE guidance on Supporting Pupils with medical Conditions not specifically referred to within this policy:

- Role and Responsibility of the Local Authority
- Liability and indemnity
- Complaints (as per our complaints policy)

Roles and responsibilities

• Local authorities – are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.

Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Liability and indemnity

44. Governing bodies of maintained schools and management committees of PRUs should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. Proprietors of academies should ensure that either the appropriate level of insurance is in place or that the academy is a member of the Department for Education's Risk Protection Arrangements (RPA), a scheme provided specifically for academies. It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support.

45. Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures.

Complaints

47. Governing bodies should ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

In accordance with Section 100 of the Children and Families Act 2014 introduced in September 2014 schools have a legal duty to provide support to all pupils at school with medical conditions to ensure that they have full access to education, including school trips and physical education.

We achieve this thus

- A named person will have overall responsibility for policy implementation,
- That person will be responsible for ensuring that sufficient staff are suitably trained
- There will be a commitment that all relevant staff will be made aware of the child's condition
- There will be cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- Briefing for supply teachers
- Risk assessments for school visits and other school activities outside of the normal timetable
- Monitoring of individual healthcare plans

This policy is shared with staff, parents and pupils, as applicable, to ensure children with medical needs receive proper care and support to enable full access to education, school trips and physical education.

Parents are encouraged to provide the school with full information about their child's medical needs in the form of a personal healthcare plan. Staff noticing a deterioration in a pupil's health over time will inform the headteacher who will let the parents know.

Short Term Medical Needs

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow pupils to do this will minimize the time they need to be off school. Medication should only be taken to school when absolutely essential.

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

Parents are asked to give written permission to administer medication and asked to give the medication to the secretary, who will ensure safe storage, ie out of the reach of children.

Non-Prescription Medication

A CHILD UNDER 12 SHOULD NEVER BE GIVEN ASPIRIN, UNLESS PRESCRIBED BY A DOCTOR.

If a pupil suffers regularly from acute pain, such as migraine, the parents should authorize and supply appropriate pain killers for their child's use, with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken.

Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. In this the school will, with guidance, draw up a written health care plan for such pupils, involving the parents and relevant health professionals. This can include:

- details of a pupil's condition
- special requirements e.g. dietary needs, pre-activity precautions
- medication and any side effects
- what to do, and who to contact in an emergency
- the role the school can play

Administering Medication

No pupil under 16 should be given medication without his or her parent's written consent.

Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

It is recommended for staff to complete and sign a record book each time they give medication to a pupil and to have the dosage and administration witnessed by a second adult. (see also: Record Keeping section.)

Staff Indemnity

There is no legal duty that requires school staff to administer medicines. Cornwall Council indemnifies all its staff against claims being brought by third parties who allege that the employee was negligent during the course of his or her duties. An officer administering medical treatment in good faith, especially if their actions were in line with the DfES guidelines on managing medicines in schools and early year settings, would be covered by this indemnity. There is no question of an employee being made personally liable under these circumstances. The claim would be handled by the insurance Section and all costs would be borne by the Council and its insurers.

Self Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from a relatively early age and schools should encourage this. If pupils can

take their medicine themselves, staff may only need to supervise this. Pupils can carry and administer their own asthma medication if parents agree. Other medication will be agreed with parents as necessary and written permission gained.

Refusing Medication

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Record Keeping

Parents are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written details including:

- name of medication
- dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects
- storage necessary, eg refrigeration

The child's GP may be willing to provide confirmation of the medication. Administration is recorded together with the name of the person administering and is signed by a witness. In an emergency, in the event of there being only one adult on the site, this will not preclude the administration of medicine to a pupil.

School Trips

Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they should seek medical advice from the School Health Service or the child's GP. For further information on school trips see DFE Circular 22/94 Safety in Outdoor Activity Centres: Guidance.

Sporting Activities

Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil's ability to participate in PE should be included in their individual health care plan.

Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

School Transport

LAs arrange home to school transport where legally required to do so. They must make sure that pupils are safe during the journey. Most pupils with medical needs do not require supervision on school transport, but LAs should provide appropriately trained supervisors if they consider them necessary.

Appendix A – Atlantic Academy

Statement of Intent

Atlantic Academy 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".

At Atlantic Academy we aim to ensure that all students with medical conditions, both physical and emotional, are fully supported so as to ensure that they access all opportunities, remain healthy and make excellent progress.

1. Key roles and responsibilities

Atlantic Academy, and the Launceston Multi Academy Trust, are responsible for:

- Promoting cooperation between relevant partners with regard to supporting pupils with medical conditions.
- Providing support, advice and guidance to all MAT staff
- 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.

The Local Governing Body is responsible for:

- 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.
- Ensure that all staff have received suitable training and are competent, before they take on the responsibility of supporting children with medical conditions.

The Principal is responsible for:

- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions, in line with agreed health care plans.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

- Ensuring that the correct level of insurance is in place, to support staff and associated delivery
- Ensure that Academy awareness training is updated at least yearly, for administration of epi-pens and advice regarding asthma and diabetes.

The SENDCo is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures at The Atlantic Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Contacting the school nursing service in the case of any child who has a medical condition.

The School Administrator is responsible for:

- Keeping written records of any and all medicines administered to individual pupils and across the school population.

Staff members are responsible for:

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

School nurses are responsible for:

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

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with relevant academy staff and healthcare professionals.

2. Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at 'Atlantic Academy', including teachers.

3. Training of staff

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility

- A record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the Student

- Children who are competent will be supported to take responsibility for managing their own medicines and procedures.
- Where it is safe and a medically qualified professional consulted, 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.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, SENCO and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 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 a school to administer medicine' form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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.

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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.
- A maximum of 8 weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the Medical Room. When we get to the new site!!
- Any medications left over at the end of the course will be returned to the student's parents.
- Written records will be kept of any medication administered to students.
- The Atlantic Academy cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail
- What constitutes an emergency.
- What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 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*

The Atlantic Academy 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 a student to the medical room or school 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

- Atlantic Academy staff are permitted to undertake basic medical procedures, as long as they have been adequately trained. This will be covered under the public liability insurance accordingly.

10. Complaints

Should parents/carers or students be dissatisfied with the support provided, they should discuss their concerns with the SENDCo at the Academy in the first instance. If, for whatever reason, this does not resolve the issue, details of how to make a complaint can be found in the Complaints Policy.