



Parkside Academy
An Outstanding School

Medical Conditions Policy

January 2019

Review – January 2020

Parkside Academy is part of
Advance Learning Partnership Multi Academy Trust

Rationale

Parkside Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Aims and principles

The policy describes the essential criteria for how the school can meet the needs of pupils with long-term medical conditions. Parkside Academy is an inclusive community that welcomes and supports pupils with medical conditions and provides them with the same opportunities and access to activities as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical care have not been made.

All staff understand their duty of care to pupils and understand that medical conditions may be serious, adversely affecting a child's quality of life and impact on their ability to learn.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

The Academy recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory.

Procedures and practice

- The Academy's admissions forms and annual update requests ask for information from parents on medical conditions. Parents can inform school at any point in the school year via the School Attendance Manager, Mrs Alison Henry or the Social Inclusion Manager, Mrs Joyce Evans, if a condition develops or is diagnosed.
- A medical conditions list or register is kept, updated and reviewed regularly by the Named Member of Staff, Miss Lucy Davison, including conditions such as asthma, epilepsy and allergies where emergency medication may be necessary. Staff have access to the list via the school shared area.
- Where necessary, an **Individual Healthcare Plan (IHP)** will be developed in collaboration with the pupil, parents/carers, Special Educational Needs Coordinator (SENCO), Named member of staff and medical professionals. IHPs are accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality via the SIMs system.
- IHPs 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 or special needs statement, the IHP will be linked to it or become part of it.
- The **Education Health Needs Team** are available to all pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education under the local authority's duty to arrange educational provision for such pupils.
- In order to ensure the most appropriate provision for the condition the EHN team accepts referrals only where there is a medical diagnosis from a medical consultant.
- Parents **must** keep the Academy informed of any new medical conditions or changes to their child health.
- Parkside will not administer non-prescribed medication.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should 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 consent to administration of medicine form.
- 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.
- Usually **four** weeks' supply of the medication may be provided to the school at one time. In some cases a maximum of a term's supply may be provided for pupils with long-term conditions.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary.

Safe storage of medicines

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency.
- All medicines are sent home with parents at the end of the school year. Medicines are not stored in school over the summer holidays. It is the parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year
- A Named Member of Staff, currently Miss L Davison, is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least three times a year.
- The Academy keeps an accurate record of any medication administered to children, including dose, date, time and supervising staff.
- Emergency salbutamol inhaler kits are kept voluntarily by school and administered in accordance with regulations

- Parkside Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Self-Harm

Recent research indicates that up to one in ten young people in the UK engage in self-harming behaviours and that this figure is higher amongst specific populations, including young people with special educational needs. School staff can play an important role in preventing self-harm and also in supporting pupils, peers and parents of pupils currently engaging in self-harm.

Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body. School staff may become aware of warning signs which indicate a pupil is experiencing difficulties that may lead to thoughts of self-harm or suicide. These warning signs should always be taken seriously and staff observing any of these warning signs should seek further advice from the Designated Safeguarding Lead, currently Mrs Sarah Robson.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- 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 or will accompany a child taken to hospital by ambulance. Staff will not take pupils to hospital in their own car.

Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Monitoring and evaluation

The Medical Conditions Policy is evaluated and reviewed every two years, with updates as necessary. In evaluating the policy, the Academy seeks feedback from key stakeholders including pupils, parents and specialist healthcare professionals.

Appendix- Medical Procedures.

1.1 Epilepsy

1.2 Anaphylaxes

1.3 Asthma

1.4 Diabetes