

Medical Support for Pupils at Windmill LEAD Academy

Contents

1. Overview
2. Supporting Pupils with Medical Conditions
3. Administration of Medicines
- 4 Complaints
5. Parent/Carer Agreement for Academy to Administer Prescription Medicine

1. Overview

This policy has been prepared in accordance with Windmill Academy's statutory duty to make arrangements for supporting pupils with medical conditions. This policy has been prepared with reference to the Department for Education's statutory guidance *Supporting pupils at school with medical conditions* (September 2014). Due regard must also be had to this guidance in implementing this policy.

Windmill Academy's First Aid policy and procedures are set out in the separate First Aid Policy. More detailed guidance is also available in the Academy's Health and Safety Manual.

2. Supporting Pupils with Medical Conditions

i) Principles

Windmill Academy will ensure that:

- pupils with medical conditions are properly supported so that they have a full and active role in Academy life
- parents feel confident that Windmill Academy will provide effective support for their child's medical condition
- pupils feel safe
- relationships are established with local health services so that expert assistance can be provided when required
- where appropriate, the advice of healthcare professionals is sought and carefully considered
- the values and views of pupils and parents of pupils with medical conditions are sought and listened to
- there is effective management of absence associated with a pupil's medical condition (whether short-term or long-term) and properly supported reintegration thereafter
- sufficient staff are suitably trained to provide the medical support required within Windmill Academy
- relevant staff will be made aware of and briefed regarding any medical condition that a pupil may have, including any cover or supply staff where necessary

- individual healthcare plans (IHPs) will be implemented where appropriate and monitored
- appropriate risk assessments for school trips or activities run by Windmill Academy which are outside of the usual timetable are in place
- where a pupil has a medical condition which amounts to a disability, Windmill Academy will also comply with its duties under the Equality Act 2010.

In line with its safeguarding and health and safety duties, Windmill Academy may refuse to allow a child into school if it would be detrimental to the health of that child, other pupils or staff (for example, in the case of an infectious disease).

ii) Responsibilities

The individual with day-to-day responsibility for the implementation of this policy will be the Head Teacher of Windmill Academy.

The LEAD Academy Trust will be ultimately responsible for ensuring that this policy is developed and implemented by Windmill Academy.

The Head Teacher

Miss Ellie Green is responsible for:

- ensuring that staff are aware of this policy and their role in its implementation
- ensuring that this policy is effectively implemented and that this is done in collaboration with healthcare professionals, Academy staff, local authorities (where relevant), parents and pupils.
- ensuring that appropriate staff are made aware of particular pupils' medical conditions
- ensuring that sufficient staff are trained to implement this policy and deliver the requirements of IHPs
- overall development and decisions relating to IHPs
- ensuring staff have appropriate insurance to support pupils with medical needs in accordance with this policy.

Academy Staff

Academy staff should know what to do when they become aware that a pupil with a medical condition needs help

The Academy Nurse

The Academy's nurse is responsible for:

- notifying Windmill Academy where a pupil has been identified as having a medical condition which will require Academy support
- supporting Academy staff with implementing IHPs
- providing advice where required (for example, on training requirements for staff).

Parents

Parents are responsible for:

- providing sufficient and up-to-date information about their child's medical needs
- being involved with the development of any Individual Healthcare Plan that may be required for their child.

iii) Identification of a Medical Condition

The Academy does not need to await a formal diagnosis before providing support for a pupil with a medical condition. However, to ensure that the right support is provided, Windmill Academy will expect to receive medical evidence and information from the pupil's parents/carers.

iv) Individual Healthcare Plans

The SENCO will be responsible for the development of any individual healthcare plan (IHP) for a pupil of Windmill Academy.

The Academy will follow the processes recommended by healthcare professionals in developing an IHP.

It will be for Windmill Academy to determine, in consultation with the pupil, their parents and any relevant healthcare professional, whether an IHP should be put in place and the form this should take. Following such consultation, the

head teacher will take the final decision as to whether an IHP will be put in place and, where an IHP is deemed necessary, Windmill Academy will be responsible for finalising it and ensuring it is implemented.

The Academy would expect an IHP to be appropriate where:

- the medical condition may fluctuate
- there is a high risk that emergency intervention will be needed
- the medical condition is long-term and/or complex

The aim of an IHP is to offer clarity about what support needs to be provided, when and by whom. It will capture key information and required actions but the level of detail will depend on the particular condition and medical needs of the pupil. It will also cross-refer to the child's statement of SEN or EHC Plan, where applicable.

In deciding the information to be recorded within the IHP, Windmill Academy will follow DfE guidance. Importantly, the IHP will define what constitutes an emergency in respect of that pupil's condition and explain what should be done in an emergency situation.

An IHP will be reviewed annually. It may be reviewed more frequently if the pupil's needs change. Parents are responsible for providing sufficient and up-to-date information about their child's medical needs.

v) Staff Training

The Academy will support its staff in their role of supporting pupils with medical conditions.

Any member of staff may be asked to provide support to pupils with medical conditions (including administering medicines) but no member of staff can be required to do so.

Any member of staff providing medical condition support to a pupil should have received suitable training in accordance with the DfE guidance *Supporting pupils at school with medical conditions (September 2014)*. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. A first aid certificate does not amount to appropriate training in itself.

Training needs will be identified and assessed by the head teacher or SENCo, through:

- the development of specific IHPs
- consideration of the existing knowledge and experience of staff
- liaison with the relevant healthcare professional

In addition, there will be regular training for all Academy staff to ensure awareness of their role in implementing this policy.

vi) Self-Management

The Academy recognises that often pupils will be capable of managing their own medical needs and will encourage pupils to take this responsibility and have this independence where appropriate. This will be reflected in IHPs where applicable.

Before a pupil can self-administer medicine while at Windmill Academy, the parents of the pupil must complete and return to Windmill Academy the form to consent to self-administration.

Where a pupil refuses medication or refuses to carry out a necessary procedure, in the first instance, Academy staff should refer to the IHP to determine the required procedure. Parents will also be informed.

3. Administration of Medicines

Please see the Windmill Academy's Medicine's policy on the administration of medicine to pupils.

Emergencies

Pupils should inform a member of staff immediately if they believe medical help (whether for themselves or another pupil) is needed.

In an emergency situation, where the pupil has an IHP, the procedure set out in the IHP must be followed.

More generally, in an emergency situation, staff at Windmill Academy will act 'in loco parentis' in order to comply with their duty of care towards the pupil. This means that they will carry out the role of a reasonable parent.

For example, Windmill Academy will:

- carry out any appropriate First Aid in accordance with the First Aid Policy
- contact the emergency services if considered necessary
- contact the pupil's parents/carers as soon as possible, using the emergency contact numbers provided by the parents

Where a pupil needs to be taken to hospital and the parent of the pupil cannot arrive at Windmill Academy in time, a member of Academy staff will accompany the pupil in the ambulance and remain at the hospital with the pupil until the parent/carer arrives.

Policy for the Management of Medication

This policy is written in accordance with the *Department for Education statutory guidance Supporting Pupils at school with medical conditions (September 2014)*.

Medicines should only be administered at Windmill Academy if it would be detrimental to the pupil's health not to do so. Wherever clinically possible, medicines should be prescribed in dose frequencies which enable them to be administered outside of school hours.

A) Prescription Medication

This policy is relevant for tablets, medicines, creams and sprays prescribed by a GP or other authorised healthcare professional.

1. All parents/carers will be asked to complete the Parental Agreement Form (Medicine's Policy) before medicine can be administered by Windmill Academy staff.
2. All prescribed medicines must be brought to Windmill Academy in the original container with the prescriber's instructions for administration and dosage and must be in-date, although insulin may be available in a pen or pump rather than the original container.

3. All medication (see item 6 for exceptions) must be handed in to Windmill Academy reception with a covering letter from the parent/carer on the day that it is brought in to Windmill Academy (letter to be filed with Parental Agreement Form and moved to the individual pupil's file at the end of each term).

4. Storage of Medication

(i) All medication (see item 6 for exceptions) will be secured in a locked cabinet/container. The pupil and parent will be made aware of where the medicine is stored and how to access it immediately.

(ii) A safe container for the disposal of sharp needles will be kept in key designated areas for safe disposal.

(iii) Medicines requiring refrigeration should be kept in a secure, clearly labelled box in the fridge.

(i) Prescription medication will be administered in accordance with the prescriber's instructions by the member(s) of staff named in the parent/carer agreement and/or Individual Healthcare Plan or by one of the following people only:

Academy staff will be appropriately instructed on the administration of medication.

(ii) The Academy will keep a daily log of all medicines dispensed

(iii) Administration will always be recorded and witnessed by an additional member of staff

6. Exceptions

(i) Pupils who have signed an authorising self-administration form

B) Non-Prescription Medicine

Non-prescription medication will not normally be administered by Windmill Academy. Non-prescription medication will only be administered where Parent's come into school to administer the medicine

7. Where a pupil's medical or care needs are covered under the Equality Act 2010, staff will be informed of any reasonable adjustments necessary to the curriculum and its delivery, Windmill Academy environment and equipment. Consideration will be given to the potential impact of:

- time and effort
- inconvenience
- indignity or discomfort
- loss of opportunity
- diminished progress.

** See the SEN and Disability Policy.*

8. A copy of the DfE guidance *Supporting pupils at school with medical conditions (September 2014)* is published with the policy and will be kept available at Windmill Academy for reference.

Complaints

Any complaints relating to Windmill Academy's actions under this policy and the support provided to pupils with medical conditions should be raised through Windmill Academy's complaints process.

Parent/Carer Agreement for Academy to Administer Prescription Medicine

Please complete this form, giving all details, if you wish to give permission for Windmill Academy to administer prescribed medicine to your child. NB - Windmill Academy will only administer medicine if the GP requires it to be administered during the school day

Pupil's name:

Year group:

Parent/carers name:

Telephone number:

Named Staff:

Name of Medication:

Possible side effects of the medication (if any):

.....

.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document and all necessary equipment e.g. syringes, spoons

I give my permission for named staff at the above Academy to give my child prescription medicines in accordance with Windmill Academy policy for the management of medication.

I confirm that the medicine and equipment I have provided has been prescribed by a GP or other qualified professional, dispensed by a pharmacist and is in date and in its original container

I have read and understood Windmill Academy Policy for the Management of Medication

Signed: (Parent / carer)

Signed: (Academy staff)

Date: