



**The Park
Academies
Trust**



Supporting Pupils with Medical Conditions Policy

October 2023

Version Control

Reviewer / owner (role)	Executive lead (role)	Approving body	Meeting date when the policy was approved
Director of Primary	CEO and Executive Board	EPSC	16 October 2023

This policy is reviewed annually

The next review is due by October 2026

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Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values.

Our aim:

To create centres of educational excellence that inspire all Pupils to turn their potential into performance.

To achieve this our schools will:

- Provide a broad and balanced curriculum that allows Pupils to develop their talents and ambitions.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our Pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

The Trust will support our schools by:

- Maximising the resources and expertise available to individual schools.
- Providing a platform for the sharing of excellent practice.
- Challenging and developing staff to turn their potential into performance.

1.1 Aims and Scope

Arrangements are in place at all TPAT schools to support Pupils with medical conditions so that they can access and enjoy the same opportunities at school as any other student. We focus on the needs of each individual and how their medical condition impacts on their school life including the student's ability to learn, their confidence and the extent to which they can self-care. We work together with the Local Authority, health professionals and other support services to ensure that Pupils with medical conditions receive a full education.

It is intended that school policy and procedures give parents and Pupils confidence in the school's ability to provide effective support for medical conditions in school.

Pupils with medical conditions are supported in participating in school trips and visits, or in sporting activities. Staff must consider how a student's medical condition will impact on their participation. Reasonable adjustments are made so that all Pupils can participate safely according to their own abilities. A risk assessment must be completed, in consultation with the student, parents and relevant healthcare professionals, to inform planning arrangements, taking account of any steps needed to ensure that Pupils with medical conditions are included.

1.2 Other Linked Policies and Documents

This policy has been developed in line with the Department for Education's statutory guidance released in December 2015: "Supporting Pupils at School with medical conditions"

- Equalities Policy
- SEND Policy
- Medication in School Policy

2. Policy Statement

The Park Academies Trust wishes to ensure, where reasonably practical, that Pupils with medical conditions receive appropriate care and support at its schools to enable them to access the best educational opportunities it can offer.

The Trust will ensure that:

- All Trust schools and staff engage with appropriate professionals to ensure that student's needs, as set out in the relevant IHCP, are met and will engage with appropriate professionals to ensure that IHCPs are reviewed and accurately reflect the situation in school.
- Individual schools have in place appropriate procedures to ensure it can meet its obligations under the Trust Policy and that the IHCP's impacting its Pupils are appropriate and have been healthcare professional led.

2.1 Policy Terms

"Individual Healthcare Plans (IHCPs)" are the documents that sets out a student's needs and are drawn up involving people who might be required to contribute to a child's care while at school. The plan is intended to set out what sort of support a student needs to participate in school life just like other children at the school including (but not exclusively):

- What sort of help the school can provide for your child
- What medicines they can administer
- What to do in a medical emergency

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

"Staff member" is defined as any member of staff employed by The Park Academies Trust and any appropriate adult working on behalf of the Trust, including teachers.

3. Roles and Responsibilities

Trust Board

The Trust Board is responsible for ensuring that each school has in place the appropriate resources, policies and procedures to deliver the Trust Policy and monitoring compliance.

This will be delegated to the appropriate sub committee.

The Local Advisory Board (LAB)

Ensuring the Trust Policy is applied to all school specific procedures that impact on the Trust Policy.

- Monitor its implementation and ensure it remains current, ensuring that the local policies and procedures, as written, do 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 school's Complaints Policy.
- Ensuring that all Pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is provided to all appropriate staff and in particular those staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting Pupils with medical conditions are available to members of staff with responsibilities under this policy.

The School Principal and SLT

The overall implementation of the policy and creation of local procedures is the responsibility of the Principal and SLT as detailed below.

4. Guidance and Procedures

As a school we aim to ensure that Pupils with medical needs receive proper care and support at school and to enable Pupils, parents and staff to feel confident that the student is able to integrate and achieve as far as possible within “normal school life”.

It is the parent/carer’s responsibility:

- to keep a child at home when acutely unwell.
- to inform the school of any on-going medical condition or if a medical condition develops.

This should be done in writing using medical update forms

4.1 Operational Role and Responsibilities

The Principal is responsible for:

- The day-to-day implementation and management of this policy. 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 staff who support Pupils 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 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 student with a medical condition needs help.

- Staff are not responsible for administering injections with the exception of trained staff in the case of EpiPen's and insulin.

The First Aider is responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with the School Nurse through the Local Authority 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. Pupils must have an IHCP for long term storage (over 4 weeks).
- Collecting any left over 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 IHCP for their child in collaboration with the Principal, other staff members and healthcare professionals.

The role of the student:

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where appropriate, 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 within the First Aid room.
- 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 staff.
- Pupils are not allowed to telephone home themselves if they feel unwell. A record is kept of Pupils who are sent home so that we can monitor the situation and minimise the possible loss of lesson time.

4.2 Staff Training

Abbey Park School ensures that sufficient staff have received suitable training and are competent before they take on responsibility to support Pupils with medical conditions. This includes annual whole school awareness training so that all staff are aware of the school's policy for supporting Pupils with medical conditions and their role in implementing that policy.

The school nurse gives training each year, the content of which is modified according to the needs within the current student population. This includes training re asthma, epilepsy and allergic reactions and administration of medication.

All staff at Abbey Park School are aware of the most common serious medical conditions. Staff at Abbey Park School understand their duty of care to Pupils in the event of an emergency. In the event of an emergency Abbey Park School staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

Abbey Park School uses Individual Healthcare Plans (IHCP) to inform the appropriate staff (including supply teachers and support staff) of Pupils in their care who may need emergency help.

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give.
- who to contact within the school.

If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Abbey Park School will try to ensure that the staff member will be one the student knows. Generally, staff should not take Pupils to hospital in their own car. If this is essential, two members of staff will be present.

4.3 Administration

Emergency medication

Emergency medication for all Pupils at Abbey Park School with medical conditions will be accessible as required. All Pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All Pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement for any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff trained in First Aid to assist in helping them take their medication safely.

General medication

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff trained in First Aid.

Abbey Park School understands the importance of medication being taken as prescribed. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

Where specific training is needed, training is given to all staff members who agree to administer medication to Pupils. In some circumstance's medication is only to be administered by an adult of the same gender as the student, and preferably witnessed by a second adult of the same gender. Parents of Pupils at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a student refuses their medication, staff will record this and inform parents as soon as possible. All staff attending off-site visits are aware of any Pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

Abbey Park School keeps a record of all medication administered during the school day.

If a First Aid trained member of staff, who is usually responsible for administering medication, is not available then Abbey Park School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible.

Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at Abbey Park School, parents are asked to complete a separate medication form giving consent for staff to administer, this form along with the medication is handed into the reception area, this will be placed into the First Aid Room for safe storage.

Storage of medication

Emergency medication is readily available to Pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked away in a secure location, known to all First Aiders, and not held personally by members of staff.

Those Pupils who are authorised to carry their emergency medication on them during the school day are instructed in how they must keep this medication secure.

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication. Staff ensure that medication is only accessible to those for whom it is prescribed.

All First Aid trained staff ensure the correct storage of medication at the school. All controlled drugs are kept in a locked cupboard and only First Aid trained staff have access, even if Pupils normally administer the medication themselves. Expiry dates for all medication stored at in the First Aid room are checked termly by a designated member of staff.

All First Aid trained staff, along with the parents of Pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the student's name, the name and dose of the medication and the frequency of medication (this is standard practise from all pharmacies). This includes all medication that Pupils carry themselves.

Medication is stored in accordance with instructions, paying particular note to temperature. Refrigerators used for the storage of medications located in the First Aid room, inaccessible to unsupervised Pupils or lockable as appropriate. Short term Medication is not stored in summer holidays. It is the parent's responsibility to ensure new and in date medication comes into the School on the first day of the new academic year.

4.4 Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, the school and medical professionals.

IHCP's are used to record important details about individual children's medical needs at the school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHCP if required.

A copy of the IHCP, accompanied by an explanation of why and how it is used, is sent to all parents of Pupils with a long-term medical condition.

If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents for them to complete and return to the school. The parents, healthcare professional and student with a medical condition are asked to fill out the student's IHCP together. Abbey Park School ensures that a First Aid trained member of staff is also present, if required, to help draw up an IHCP for Pupils with complex healthcare or educational needs.

Abbey Park will hold a centralised register all IHCP's for Pupils with medical needs. If a First Aid trained member of staff feels that there is insufficient detail on a Healthcare Plan, they will request more information from the parents. If permission for administration of medication is unclear or incomplete, this will be addressed as a matter of priority. The Pupils Pastoral Support Assistant review IHCP's annually, if the parents request any changes to be made, the school nurse will be notified.

4.5 Residential Visits

Risk assessments are carried out by Abbey Park School prior to any off site visit and medical conditions are considered during this process. Factors this school considers include: how all Pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

4.6 Education and learning

Staff at Abbey Park School are aware of the potential for Pupils with medical conditions to have Special Educational Needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their school work is properly considered. Abbey Park School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum

4.7 Avoiding unacceptable practice

Abbey Park School understands that the following behaviour is unacceptable:

- Creating barriers to children participating in school life, including school trips.
- Assuming that Pupils with the same condition require the same treatment.
- Not to consider the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending Pupils home frequently or preventing them from taking part in activities at school
- Sending the student to the First Aid Room unaccompanied if they become ill.
- Refusing to allow Pupils to eat, drink or use the toilet when they need to in order to manage their condition.
- Penalising Pupils with medical conditions for their attendance record where the absences relate to their condition and are supported by medical evidence.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.

4.8 Insurance

All staff who undertake responsibilities within this policy are covered by the school's insurance.

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

4.9 Complaints

Should parents or Pupils be dissatisfied with the support provided for a pupil with a medical condition, 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 Trust'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.

Details of how to make a complaint can be found in the Complaints Policy.

5. Appendices

Appendix 1. Asthma Policy

Introduction

The purpose of this guidance is to provide practical information and advice to support the Management of asthma at Abbey Park School.

The major principle underlying the policy is immediate access for all children to reliever medication.

Every asthmatic child should carry their own workable inhaler, wherever possible, both in school in Physical Education lessons and on school trips.

From the 1st October 2014 the Human Medicine (Amendment) (No.2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

THIS POLICY REFERS ONLY TO RELIEVERS.

All children who need their relievers should have them in school and readily available at all times. For all children in secondary schools, the child must carry their reliever inhaler with them at all times. The administration of the reliever to children should be on their own perception of whether or not they need it.

For all school children, it is recommended that an agreement between parents and schools be drawn up and signed so that the parents are fully informed of the school policy on the management of asthma in the classroom for their child.

For a child who has used the emergency reliever held in school. This should be noted on Arbor, under medical events that the emergency salbutamol inhaler has been given. The staff member attending to the student should note their name, time it was given and how many puffs used and if any further action was required.

It remains the responsibility of the parent to seek medical attention and to liaise with the school on the frequency with which inhalers are taken

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life

2. Access to Reliever Medication

- Asthmatic children must have immediate access to reliever inhalers at all times. If theirs is missing/damaged or lost, then the emergency salbutamol inhaler is used.
- Pupils should all carry their own devices and self-administer their reliever medication.
- All staff must know where the emergency reliever devices are kept.
- Trained first aiders will access the emergency inhaler for the student to use and monitor them administering this via the spacer.

3. Information to parents, guardians, and carers

As part of the school policy, it is proposed that all parents are made aware of how the school will manage a child who has symptoms due to their asthma whilst they are in school. All parents of children who have been diagnosed with asthma entering the school will receive a routine emergency salbutamol inhaler relief consent form, parents will be asked to sign this, and this will be kept in first aid along with the emergency inhalers and Asthma Register.

Appendix 2. Students Requiring Medication in school form



Students requiring Medication in school

Staff will not be able to give your child medication unless you complete and sign this form. Under the guidance from the Dfe supporting pupils at school with medical conditions December 2015, Any Prescribed medication must come in its original container/packaging and be clearly labelled with the student's name, dosage/frequency of administration, date of dispensing, cautionary advice and expiry date (*this is standard practise from all pharmacies*)

Students name _____ Tutor group _____

Address _____

Emergency contact number _____ Relationship to child _____

GP surgery name _____

Condition or illness _____ Expected End date of medication _____

Register of Medication Obtained

Date	Name of person who brought in the medication	Name of Medication	Amount supplied	Expiry Date	Dosage Regime	Received by

This information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school that medication may be administered to my child. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that the telephone numbers I have provided to the school are up to date. I also understand that the medical information contained in this form may be disseminated to other staff across the school as appropriate.

Signature of parent/guardian: _____ Date: _____

Please note that all trained first aiders are not allowed to administer medication but merely oversee that the medication has been taken

This form must be handed straight to first aid along with the medication for safe storage