



Supporting Pupils with Medical Needs Policy

LAST REVIEW NEXT	October 2017	REVIEW PERIOD	Annually
NEXT REVIEW DATE	October 2018	TYPE OF POLICY	Statutory

Inspire Academy is an inclusive community that supports and welcomes pupils with medical conditions.

- Inspire Academy is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in Inspire Academy because arrangements for their medical condition have not been made.
- Inspire Academy will listen to the views of pupils and parents/carers/carers.
- Pupils and parents/carers/carers feel confident in the care they receive from Inspire Academy and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at Inspire Academy and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- Inspire Academy understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, Inspire Academy complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

Inspire Academy's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers/carers and other key stakeholders to ensure its full implementation.

- Pupils, parent/carers/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Inspire Academy.

- All school staff, including temporary or supply staff, are aware of the medical conditions at Inspire Academy and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at Inspire Academy have an individual healthcare plan (IHP), which explains what help they need in an

emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

- Inspire Academy makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP.
- This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and Inspire Academy keeps an up to date record of all training undertaken and by whom.
- Inspire Academy has chosen not to hold an emergency salbutamol inhaler for use by pupils.

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Inspire Academy has clear guidance on providing care and support and administering medication at school.

- Inspire Academy understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- Inspire Academy will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. Inspire Academy will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Inspire Academy's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Inspire Academy will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
- When administering medication, for example pain relief, Inspire Academy will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- Inspire Academy will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents/carers/carers at Inspire Academy understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

Inspire Academy has clear guidance on the storage of medication and equipment at school.

Inspire Academy makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away.

- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHP in agreement with parents/carers.
- Pupils can carry controlled drugs if they are deemed competent to do so, otherwise Inspire Academy will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at Inspire Academy can administer a controlled drug to a pupil once they have had specialist training.
- Inspire Academy will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- Inspire Academy will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Inspire Academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures

Inspire Academy has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- Inspire Academy uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. Appendix 2 is used to identify and agree the support a child needs and the development of an IHCP.
- Inspire Academy has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- Inspire Academy makes sure that the pupil's confidentiality is protected.
- Inspire Academy seeks permission from parents/carers before sharing any medical information with any other party.
- Inspire Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Inspire Academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- Inspire Academy is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Inspire Academy is also committed to an accessible physical environment for out-of-school activities.
- Inspire Academy makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- Inspire Academy understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- Inspire Academy understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Inspire Academy makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- Inspire Academy makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- Inspire Academy will not penalise pupils for their attendance if their absences relate to their medical condition.
- Inspire Academy will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo/INCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at Inspire Academy learn what to do in an emergency.
- Inspire Academy makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Inspire Academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- Inspire Academy is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- Inspire Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

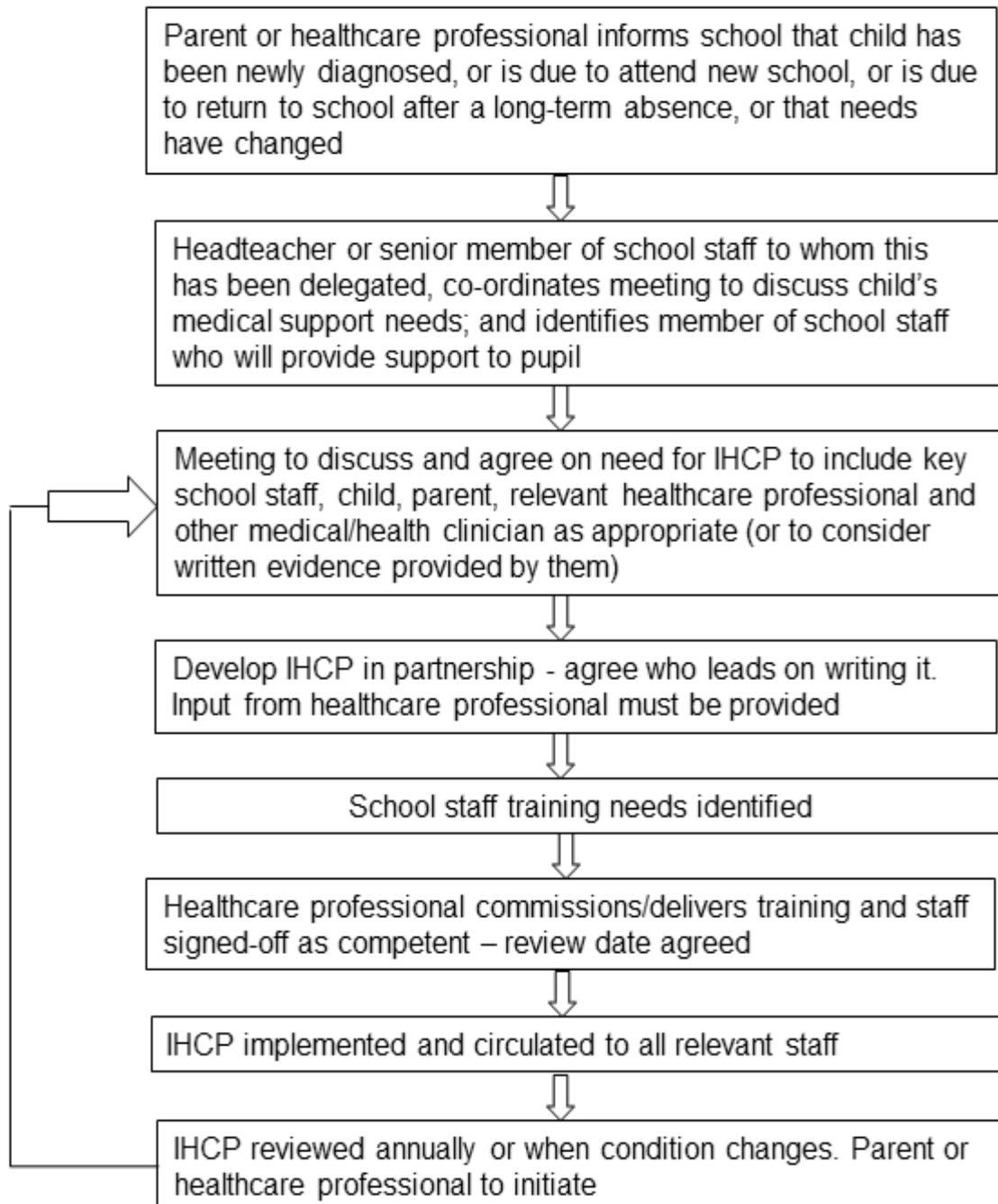
- Inspire Academy works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 1.

The Supporting Pupils with Medical Conditions Policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, Inspire Academy seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Headteacher.

Appendix 1
Process for developing Individual Healthcare Plans



Appendix 2

Roles and Responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should 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.

School staff – any member of school staff 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 should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – 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. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about

their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 3

Inspire Academy has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupils IHP. Parents/carers will be informed if their child has used the emergency inhaler.

The school's two volunteers for ensuring this protocol is followed are **(insert names)** appropriate support and training has been provided in line with the school's policy on supporting pupils with medical conditions.

School Agreement to Administer a Prescribed Medicine in School

The school will not administer medicine to a child unless the person with parental responsibility completes and signs this form. The school will only administer the medication and dosage as stated below in accordance with the school's medication policy, unless otherwise informed by your child's Doctor/GP.

Name of school/setting: INSPIRE ACADEMY

Name of child: _____

Date of Birth: _____ / _____ / _____

Registration Group: _____

Medical condition / illness / reason for requiring medicine: _____

Details of Medicine

Name / Type of medicine: *(as described on the container)* _____

Date medicine dispensed by doctor / pharmacist: _____ / _____ / _____

Expiry date of medicine: _____ / _____ / _____

Dosage: _____

Time(s) to be given: _____

Method of administration: _____

Any side effects of medicine or any special instructions? _____

Daytime phone no. of parent/guardian: _____

Name of Doctor / GP: _____

Name & Tel No. of Medical Practice: _____

Duration of Agreement: _____

Medication will not be administered to your child if not provided in the original container as dispensed by the pharmacy.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school's medication policy. I will obtain medical evidence from my child's doctor if there is any change in dosage or frequency of the medication or if the medicine is no longer required.

Parent/Guardian signature: _____

Print Name: _____ Date: _____

Principal / Senior Leader signature: _____

Print Name: _____ Date: _____

**AMENDMENT TO AGREEMENT FORM – PLEASE COMPLETE IF ORIGINAL
MEDICATION AGREEMENT HAS CHANGED**

The school will not administer medicine to your child unless you complete and sign this form. The school will only administer the medication and dosage as stated below in accordance with the school's medication policy, unless otherwise informed by your child's Doctor/GP.

Name of school/setting: INSPIRE ACADEMY

Name of child: _____

Date of Birth: _____ / _____ / _____

Registration Group: _____

Medical condition / illness / reason for requiring medicine: _____

Details of Medicine

Name / Type of medicine: *(as described on the container)* _____

Date dispensed by doctor/pharmacist: _____ / _____ / _____

Expiry date of medicine: _____ / _____ / _____

Dosage: _____

Time(s) to be given: _____

Method of administration: _____

Any side effects of medicine or any special instructions? _____

Daytime phone no. of parent/guardian: _____

Name of Child's Doctor / GP: _____

Name & Tel No. of Medical Practice: _____

Duration of Agreement: _____

Note: All medicines must be in the original container as dispensed by the pharmacy

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school's medication policy. I will obtain medical evidence from my child's doctor if there is any change in dosage or frequency of the medication or if the medicine is no longer required.

Parent/Guardian signature: _____

Print Name: _____ Date: _____

Principal / Senior Leader signature: _____

Print Name: _____ Date: _____

Parental / School Agreement to Administer a Non-Prescribed Medicine in School

INSPIRE will never give a non-prescribed medicine to a child unless the Principal agrees that this is necessary and where there is specific permission given by the parent/guardian.

There is no legal duty on school staff to administer medicines to pupils, and the prime responsibility for a pupil's health lies with the parent/guardian who is primarily responsible for the pupil's medication and should supply the school with any relevant medical information about their child. Nevertheless, we would wish to support our pupils and their parents/guardians wherever possible, and where parents/guardians feel that it is absolutely essential that medication is administered during school hours.

Note: A child under the age of 16 should never be given medicine containing aspirin/ibuprofen unless prescribed by a doctor. Medication e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. The school may contact you to gain this information if it has not been provided.

PLEASE COMPLETE ALL SECTIONS AND RETURN TO THE MAIN OFFICE

Name of school/setting: INSPIRE ACADEMY

It is agreed that _____ [name of pupil] will receive the following medicine at the stated time during school hours. This will be administered and supervised by a first aid qualified member of staff.

Pupil's Date of Birth: _____ / _____ / _____

Name/type of medicine: *(as described on the container)* _____

Dosage: _____

Time(s) to be given: _____

Method of administration: _____

Medical condition / illness / reason for requiring medicine: _____

Duration of Agreement: _____

I understand that this will be a TEMPORARY, one-off arrangement as agreed in accordance with the school's medication policy. The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/Guardian signature: _____

Print Name: _____ Date: _____

Principal / Senior Leader signature: _____

Print Name: _____ Date: _____

MEDICATION ADMINISTRATION RECORD

Week beginning: _____

Date:						
Pupil's Name	Time	Name of Prescribed Medicine	Dosage	Comments	Staff Signature	Print Staff Name

Date:						
Pupil's Name	Time	Name of Prescribed Medicine	Dosage	Comments	Staff Signature	Print Staff Name

Date:						
Pupil's Name	Time	Name of Prescribed Medicine	Dosage	Comments	Staff Signature	Print Staff Name

Date:						
Pupil's Name	Time	Name of Prescribed Medicine	Dosage	Comments	Staff Signature	Print Staff Name

Date:						
Pupil's Name	Time	Name of Prescribed Medicine	Dosage	Comments	Staff Signature	Print Staff Name

