



Tudor Grange Academies Trust

**Supporting Pupils with Medical
Conditions Policy**

Appendices

APPENDIX A: EXAMPLE OF A POLICY ON RESPONDING TO ASTHMA

APPENDIX B: Individual healthcare plan

APPENDIX C: Parental agreement for setting to administer medicine

APPENDIX D: Record of medicine administered to an individual child

APPENDIX E: Record of medicine administered to all children

APPENDIX F: Staff training record – administration of medicines

APPENDIX G: Contacting emergency services

APPENDIX H: Model letter inviting parents to contribute to individual healthcare plan development

1. INTRODUCTION

This policy is written in line with the statutory requirements set out in *Section 100, Children and Families Act 2014* and the government's statutory and non-statutory guidance as set out in *Supporting Pupils in Academy with Medical Conditions*.

2. AIMS

2.1 Our aim is to ensure that all pupils in Tudor Grange Academies Trust are properly supported by the Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential. Our provision will be responsive to the variable demands of an individual's medical condition.

2.2 This policy:

- sets out a clear policy and procedures which provide a sound basis for ensuring that all pupils with medical conditions receive proper care and support whilst at the Academy
- sets out the necessary safety measures to support pupils with medical conditions (including long-term and/or complex needs)
- defines individual responsibilities for pupils' safety
- explains the procedures to ensure the safe management and administration of medicines

In making, reviewing and implementing this policy the Academy has had regard to its Equal Opportunities policies and in particular to the needs of pupils with disabilities. This policy also links with the Academy's disability access plan, the SEN Information Report as published on the Academy's website and the SEN policy.

3. ROLES AND RESPONSIBILITIES

3.1 Principal

The Principal has overall responsibility for all policies and procedures including those relating to supporting pupils in the Academy with medical conditions.

The Academy's designated contact responsible for ensuring support for pupils with medical needs is [name of member of staff]. S/he is responsible for facilitating communication with all parties and ensuring that the Academy is meeting the needs of all those identified. *(This may be the Principal or another person as decided by the Academy)*

Areas of general responsibility include:

- maintaining a list of all pupils with medical conditions
- ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- notifying all staff who need to know of an individual child's medical condition
- ensuring all staff are aware of the up to date medical situation of individual pupils
- ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations *(A first-aid certificate does not constitute appropriate training in supporting children with medical conditions)*
- informing the Principal if recruitment of additional and appropriate member(s) of staff is necessary
- ensuring that any adjustments to accommodation or the curriculum are made,
- provide ongoing monitoring of the pupil's individual situation and needs whilst in Academy
- developing appropriate individual healthcare plans and emergency plans
- ensuring contact arrangements for the Academy nursing service are in place
- ensuring that first aid and medical advice is available in the Academy
- arranging briefing for staff on first aid and medical arrangements
- ensuring that arrangements are in place for safeguarding pupils during off-site activities
- ensuring that all parents are aware of the Academy's Policy and Procedures for dealing with medical needs
- reporting annually to the governing body on the working of the policy

In the absence of an Academy nurse, the Principal is responsible for trained staff giving prescribed medication during the Academy day.

3.2 Academy staff

No members of staff are obliged to give, or oversee the giving of, medication to pupils. Only the Academy nurse (if appointed) or other Academy staff who are authorised and trained in the giving of medication are authorised to give or oversee the taking of, medication.

All staff are responsible for:

- knowing the arrangements and following the Academy's procedures
- knowing how to call for help in an emergency
- reporting any problems to the nurse or the person appointed to support pupils with medical conditions and oversee the administration of medication

Academy staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The Academy will **never** accept medicines that have

been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The Academy arrangements for administering medication are in line with the government guidance in *Supporting Pupils in Academy with Medical Conditions*.

3.3 The Health and Safety Manager (HSM)

The HSM is responsible for:

- putting appropriate arrangements in place in consultation with the nurse / nominated person
- arranging regular reports from the nurse or person appointed to oversee the taking of medication by pupils and/or administration of medicines to pupils
- ensuring the suitability of the procedures
- implementing a system for keeping staff up-to-date with information and names of pupils who need access to medication
- ensuring annually that all staff know how to call for help in an emergency
- reporting on progress to the Principal

3.4 The Academy nurse

All Academies have access to the Academy nursing service but some Academies choose to appoint an Academy nurse or designated first aider who works solely in the one establishment.

The Academy nurse is responsible for:

- collating information provided by parents
- administering all prescribed medication
- administering any non-prescription medication
- ensuring safe storage;
- providing Academy staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual pupils; and
- reporting regularly to the Principal and/or health and safety manager

The Academy nurse could be involved together with parents/guardians and medical advisers in the formulation of individual health care plans. In conjunction with the local NHS Trust and the Principal, the Academy nurse, if appointed, will be involved in advising/providing support for staff training on medical issues.

3.5 Parents

Parents/carers/guardians are responsible for making sure that their child is well enough to attend the Academy.

- Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours especially where it would be detrimental to a child's health if medicine were not administered during the Academy 'day';

The Academy is responsible for requesting information concerning details of all pupils' medical conditions and care; however parents should provide the Principal with sufficient information about their child's medical condition and treatment or special care needed at Academy during the Academy day. Parents/guardians should ensure that these details are kept up to date.

Parents are responsible for ensuring that any medicines that need to be administered during the Academy day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Where appropriate, parents/guardians will be involved in drawing up a healthcare plan for their child.

4. SPECIFIC MEDICAL ISSUES

The Academy welcomes all pupils and encourages them to participate fully in all Academy activities.

The Academy routinely and regularly advises staff on the practical aspects of the management in Academy of:

- asthma attacks
- diabetes
- epilepsy
- an anaphylactic reaction

Here the Academy might list any other medical conditions which are commonly experienced in pupils at the Academy

Further, detailed information is contained in the appendices to this document.

The Academy will keep a record of all pupils who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance from the prescriber on the usage of the medication. The medication **must** be provided in the container as dispensed.

Here the Academy may wish to include their procedures on the storage of asthma inhalers (whether pupils are expected to keep these with them), insulin and epipens, controlled drugs etc.

5. MONITORING AND REVIEW

The Principal in conjunction with the HSM/Academy nurse/designated teacher will determine the monitoring and review arrangements in the Academy.

The Academy health and safety committee will consider the working of the policy and make any relevant recommendations to the head via the HSM.

The Principal will report on the management and progress of the policy to the governing body annually. The Academy health and safety committee will review the policy at least every three years, or when it considers it appropriate.

6. DATE OF THE NEXT REVIEW: _____

Signed: _____

Date: _____

Chair of governors

APPENDIX A

EXAMPLE OF A POLICY ON RESPONDING TO ASTHMA

Academy staff are not required to administer asthma medicines to pupils (except in an emergency), but where staff are happy to administer asthma medicines the Academy will ensure that they are covered by insurance and receive any necessary training.

All staff should understand that immediate access to reliever medicines (usually inhalers) is essential. Pupils with asthma are encouraged to carry their own inhalers as soon as the parent/carer, doctor or asthma nurse agrees that they are mature enough.

This policy sets out the Academy's response to the problems posed by asthma, taking into account its responsibility for ensuring as far as is reasonably practicable the health and safety of employees and pupils.

1. AIMS

The policy sets out the system for ensuring that:

- staff and pupils with asthma are known
- appropriate training is given to staff and pupils
- all staff know their roles in ensuring that asthma attacks are dealt with quickly and effectively
- governors, staff, pupils and parents know what the system is and the part they have to play

2. RESPONSIBILITIES

2.1 The Principal is responsible for:

- ensuring that a system is in place and is properly managed and reviewed
- ensuring that a system is in place for recording asthma sufferers
- ensuring that a system is in place for training staff
- reporting annually to the Academy council on any incidents and the general working of the system

2.2 The health and safety manager/Academy nurse/designated member of staff is responsible for:

- the management of the system
- ensuring that pupils with asthma are known and records are kept appropriately
- ensuring that appropriate training is given
- obtaining and circulating appropriate guidance
- ordering supplies of the *Asthma UK* Academy Asthma Cards
- ensure that the *Asthma UK* procedure in the event of an asthma attack is visibly displayed in the staffroom
- ensuring annually that all staff know how to call for help in an emergency
- reviewing the system periodically
- ensuring that appropriate storage for medicines is provided, where necessary
- liaising with medical staff as necessary

- communicating with teaching and support staff, and parents
- reporting to the Principal

2.3 All staff:

- know which of their pupils is on the asthma register
- allow pupils to take their own medicines when they need to
- know what to do in the event of an asthma attack in Academy
- know how to call for help in an emergency
- where appropriate, store in their classroom a spare inhaler in case the pupil's own inhaler runs out or is lost
- make a note (and inform parents/Academy nurse/asthma nurse - as agreed and set out in Academy policy) when a pupil has had to use the inhaler

2.4 Parents/carers

- providing the Academy with a spare reliever labelled with the pupil's name by the parent/carer;
- completing and returning to the Academy the asthma card

2.5 All pupils will:

- be told about asthma and encouraged to be sympathetic to fellow pupils with asthma

3. Record keeping

Parents will be asked to complete a medical questionnaire at the beginning of the Academy year. This will include asthma.

All pupils with asthma will then be sent an *Asthma UK* Academy Asthma Card to give to the doctor or asthma nurse to complete. The card must then be returned to the Academy.

The names of pupils with asthma will be kept on the Academy register maintained by the HSM/Academy nurse/designated member of staff

The HSM Academy nurse/designated member of staff will ensure that parents/carers are requested annually to update the Asthma Card, or supply a new one if the pupil's medicines, or the dosage, change.

4. PE and games

Taking part in PE activities is an essential part of Academy life for all pupils including those with asthma. They will be encouraged to take a full part in PE activities.

All PE staff will know who has asthma from the Academy's asthma register. Before each lesson PE staff will remind pupils whose asthma is triggered by exercise to take their reliever inhalers, and to warm up and down before and after the lesson.

The same applies to class teachers (and where relevant support staff) where other lessons (e.g. drama) might involve physical activity.

5. Academy environment

The Academy will do all it can to make the environment favourable to pupils with asthma. The Academy will not keep furry or feathery animals. There is also a rigorous no smoking policy. The Academy will as far as possible not use chemicals on the main school site in the Academy that are potential triggers for asthma.

Pupils with asthma will be told to leave the teaching area and to go to a designated area if particular fumes trigger asthma.

6. Dealing with the effects of asthma

(Each Academy will need to determine how they manage the following)

When it is known that a pupil has to miss a lot of Academy time or is always tired through the effects of asthma, or the asthma disturbs their sleep at night, the pupil's teacher will talk to parents/carers to determine how best to ensure that the pupil does not fall behind.

If appropriate the teacher will also talk to the Academy nurse or SEN co-ordinator about the pupil's needs.

In the event of an asthma attack the Academy will follow the procedure outlined by *Asthma UK* in its *Academy Asthma Pack*.

Guidance

The Academy Asthma Pack – *Asthma UK*
Asthma Awareness for Academy Staff
Asthma Resources for Pupils

Order your free Asthma Attack Card from *Asthma UK*.

<http://www.asthma.org.uk/about-asthma/what-to-do-in-an-asthma-attack/asthma-attack-card/>

Monitoring and review

Staff will report incidents of asthma to the HSM/Academy nurse/designated member of staff
The HSM/Academy nurse/designated member of staff will keep a record of attacks and report to the Principal

The Principal will report annually to the governing body as an integral part of the report on the supporting pupils in Academy with medical conditions

The policy will be reviewed every two years or more frequently if necessary

Date of next review: _____

Signed: _____
Chair of governors

Date: _____

Template B: Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix C: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____

Date_____

Appendix D: Record of medicine administered to an individual child

Name of school/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix E: Record of medicine administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix F: Staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Appendix G: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows [insert school/setting address]
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Appendix H: Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely