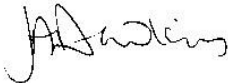




CASTLE MANOR  
ACADEMY

# SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS POLICY



Date Approved	December 2021
Signed	(Chair of Local Governing Body)
Name	 Justine Dawkins
Minuted	
Date of Next Review	December 2022

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## 1. Principles

Castle Manor Academy (the School) is an inclusive community, which aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 2. Purposes

- To comply with the statutory guidance, 'Supporting pupils at school with medical conditions (December 2015)'.
- To fulfil the School's duty of care to students and staff.
- To ensure that students with medical conditions can access and enjoy the same opportunities, at school, as any other child.
- To ensure that all staff understand the common medical conditions that affect children at our school.
- To ensure that all staff who need to know are made aware of students with serious medical conditions and have access to individual healthcare plans, if required.
- To ensure that all staff understand their duty of care to students in the event of an emergency (see Appendix 1).

## 3. Roles and Responsibilities

### Parents will:

- Inform the School if their child has a medical condition;
- Contribute to any individual healthcare plan in partnership with the School and a relevant healthcare professional (Appendix 2);
- Inform the School of any medication their child may need during school hours. Written consent is required from parents if a member of staff is required to administer medication (see Appendix 3);
- Inform the School of any change to their child's condition;
- Keep their child at home if they are not well enough to attend;
- Provide confirmation from a relevant healthcare professional of their child's fitness to attend school, if requested to do so.

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### **The School will:**

- Designate a named person to oversee the effective implementation of this policy.
- Ensure this policy promotes inclusion and complies with the Equality Act 2010 and the Special educational needs and disability (SEND) code of practice;
- Ensure liaison between parties, e.g. students, parents, staff and relevant healthcare professionals;
- After discussion with parents, encourage students who are competent to take responsibility for managing their own medicines/procedures. Where an individual healthcare plan is in place, this will be reflected in the plan;
- Provide an appropriate level of supervision to students who can take their medicines/manage their procedures themselves;
- Ensure that staff are sufficiently and suitably trained to provide the support students need;
- Inform parents if their child refuses to take their medicine or carry out a necessary procedure, the School will not force students to take medicine or carry out procedures. However, where an individual healthcare plan is in place, it should include the process to be followed if a student refuses to take their medicine/carry out a necessary procedure;
- Ensure that all staff are aware of the School's policy for supporting students with medical conditions and their role in implementing this policy. This policy will be given to new staff as part of their induction;
- Ensure that staff are appropriately insured and that insurance policies are accessible to staff providing support to students with medical conditions;
- Respect student confidentiality, as far as possible, sharing information about medical conditions on a need to know basis.

### **Staff will:**

- Be familiar with this policy;

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- Know which students in their care have a medical condition and be familiar with their individual healthcare plan, if they have one;
- Know what to do in an emergency (see Appendix 1);
- Ensure that students, who carry medication, have it with them when they go on school trips and visits;
- Ensure that, as far as practicable, pupils and students who have medical conditions participate fully and safely in all activities, making reasonable adjustments as necessary.

**Staff will not:**

Although school staff should use their discretion and judge each case on its merits, with reference to the student's individual healthcare plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary;
- Assume that every student with the same condition requires the same treatment;
- Ignore the views of the student or their parents or ignore medical evidence or opinion (although this may be challenged);
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan;
- If a student becomes ill, send them to the office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments. However, evidence of those appointments may legitimately be requested by the School;
- Prevent students from drinking, eating or taking toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child,

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including with toileting issues. No parent should have to give up work because the School is failing to support their child's medical needs; or

- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.

#### **First Aiders will**

- Assist casualties with common injuries or illness;
- When necessary ensure that an ambulance or other professional medical help is called.

*Note: for further information on first aid, please see the first aid policy.*

#### **4. Medical policy, procedures and guidelines**

- The School will receive and fully consider advice from healthcare professionals and listen to and value the views of parents and students.
- The School will follow advice from relevant healthcare professionals regarding training that will help ensure that all medical conditions affecting students at the School are understood fully.
- Medicines will only be administered at school where it would be detrimental to a child's health or school attendance not to do so.
- The School will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than in its original container. Prescription medicines will only be administered if a medication plan is in place and has been signed by a parent/carer.
- The school will only accept non-prescribed medicines if these are in date, labelled with the child's name and provided in their original container, including instructions for administration, dosage and storage. Non-prescribed medicines will only be administered if a medication plan is in place and has been signed by a parent/carer. The school does not routinely administer painkillers.
- All medicines will be stored safely (see Appendix 4).
- Written records will be kept of all medicines administered to individual students, stating what, how and how much was administered, when and by whom.

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- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes will be used for the disposal of needles.
- A copy of every individual healthcare plan will be kept at a central place in the School office **and on CPOMS** for each student
- **Individual healthcare plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.**
- When planning trips or visits, a risk assessment will be carried out to ensure that any steps needed to include students with medical conditions, are taken.
- The School will request the permission of the parent and student before sharing any medical information with a third party.
- Medication will not be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed. Painkillers will not be administered before 12 noon to prevent the risk of taking two doses too close together. Only one dose of painkillers will be administered per day, up to a maximum of three days, unless an individual student's healthcare plan states differently.
- If emergency first aid is required, all staff will know how to summon a First Aider.
- If a student needs to be taken to hospital, staff will stay with the child until their parent arrives, or accompany a student taken to hospital by ambulance.

## 5. Complaints

Should parents be dissatisfied with the support provided, they should discuss their concerns directly with the School. If this does not resolve the issue, they may make a formal complaint via the complaints procedure, which is available on the School's website.

## Appendix 1

### 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.

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1. your telephone number: 01440 705501
2. your name
3. your location as follows:

Castle Manor Academy, Eastern Avenue, Haverhill, CB9 9JE
4. provide the exact location of the patient within the School
5. provide the name of the child and a brief description of their symptoms
6. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

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## Appendix 2: 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

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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

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Staff training needed/undertaken - who, what, when

--

Form copied to

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### Appendix 3

#### Template B: 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  
*(as described on the container)*

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**


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### 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 4 First Aid

The School aims to:

- provide a prompt and appropriate response in cases of illness and injury.
- ensure compliance with relevant legislation.
- ensure there is a sufficient number of First Aid trained staff within the School.
- keep accident records as required.

### Procedures

- All staff administering First Aid will be suitably trained.
- First Aiders will always wear single use disposable gloves when handling blood or body fluids during First Aid procedures.
- Incidents of administration of First Aid will be recorded in the First Aid Record Book.

### Equipment

- First Aid kits are sited at strategic positions, close to areas where an accident is considered most likely.
- The First Aid equipment will be replenished regularly.
- The School will have a medical room that has a sink, drinking water, cups and a bed with paper covers and blankets.

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## Appendix 5 Location of medicines

Student medicines are kept in the medical room in a locked set of drawers marked, 'Students Medication A-Z'. The medical room is adjacent to the main office.

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