

**POLICY FOR SUPPORTING PUPILS  
WITH MEDICAL CONDITIONS  
2017-18**



# POLICY INFORMATION

## Named personnel with designated responsibility for Bolingbroke Academy:

Role	Designated Person	Contact Details
Member of staff responsible for pupils with medical needs	Ms Katie Schulkes Ms Elizabeth Rhodes	<a href="mailto:Katie.schulkes@burlingtondanes.org">Katie.schulkes@burlingtondanes.org</a> <a href="mailto:Elizabeth.rhodes@burlingtondanes.org">Elizabeth.rhodes@burlingtondanes.org</a>
Head of SEND	Ms Elizabeth Rhodes	<a href="mailto:Elizabeth.rhodes@burlingtondanes.org">Elizabeth.rhodes@burlingtondanes.org</a>
Senior leader who manages the SEND Department / Medical needs	Ms Elizabeth Rhodes	<a href="mailto:Elizabeth.rhodes@burlingtondanes.org">Elizabeth.rhodes@burlingtondanes.org</a>
SEND Link Governor	Mr Ken Broomfield	
Designated teacher with safeguarding responsibility	Ms Laura Stone	<a href="mailto:Laura.stone@burlingtondanes.org">Laura.stone@burlingtondanes.org</a>
School Nurse	Ms Charlene Stewart	<a href="mailto:Charlene.stewart@nhs.net">Charlene.stewart@nhs.net</a>

## Policy review dates (frequency of review: annually)

Review Date	Changes made	By whom
September 2019	September 2018	Katie Schulkes

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## I INTRODUCTION

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition

## 2 ROLES AND RESPONSIBILITIES

The Named Person responsible for children with medical conditions is Katie Schulkes and Elizabeth Rhodes

This person is responsible for:

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, pupils, healthcare professionals and other agencies

The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Principal, Mr Paul Bhatia, is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover

Ensuring that school staff are appropriately insured and are aware that they are insured Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in Health Care Plans
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

The school nurse, Charlene Stewart, is responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training

### 3 PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

- The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up
- Appendix A outlines the process for developing individual healthcare plans

### 4 INDIVIDUAL HEALTHCARE PLANS (HCP)

- An HCP will be written for pupils with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their HCP
- HCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed

### 5 ADMINISTERING MEDICINES

- Written consent from parents must be received before administering any medicine to a child at school
- Medicines will only be accepted for administration if they are:
  - Prescribed
  - 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 be in date but will generally be available inside an insulin pen or pump, rather than in its original container.
- Medicines should be stored safely. Children should know where their medicines are at all times.

- Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

## 6 ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. The school's telephone number:
  2. Your name
  3. Your location (Burlington Danes Academy, Wood Lane, London, W12 0HR)
  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
- Ask office staff to contact premises to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

## 7 ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate

## 8 UNACCEPTABLE PRACTICE

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments

- preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

## 9 COMPLAINTS

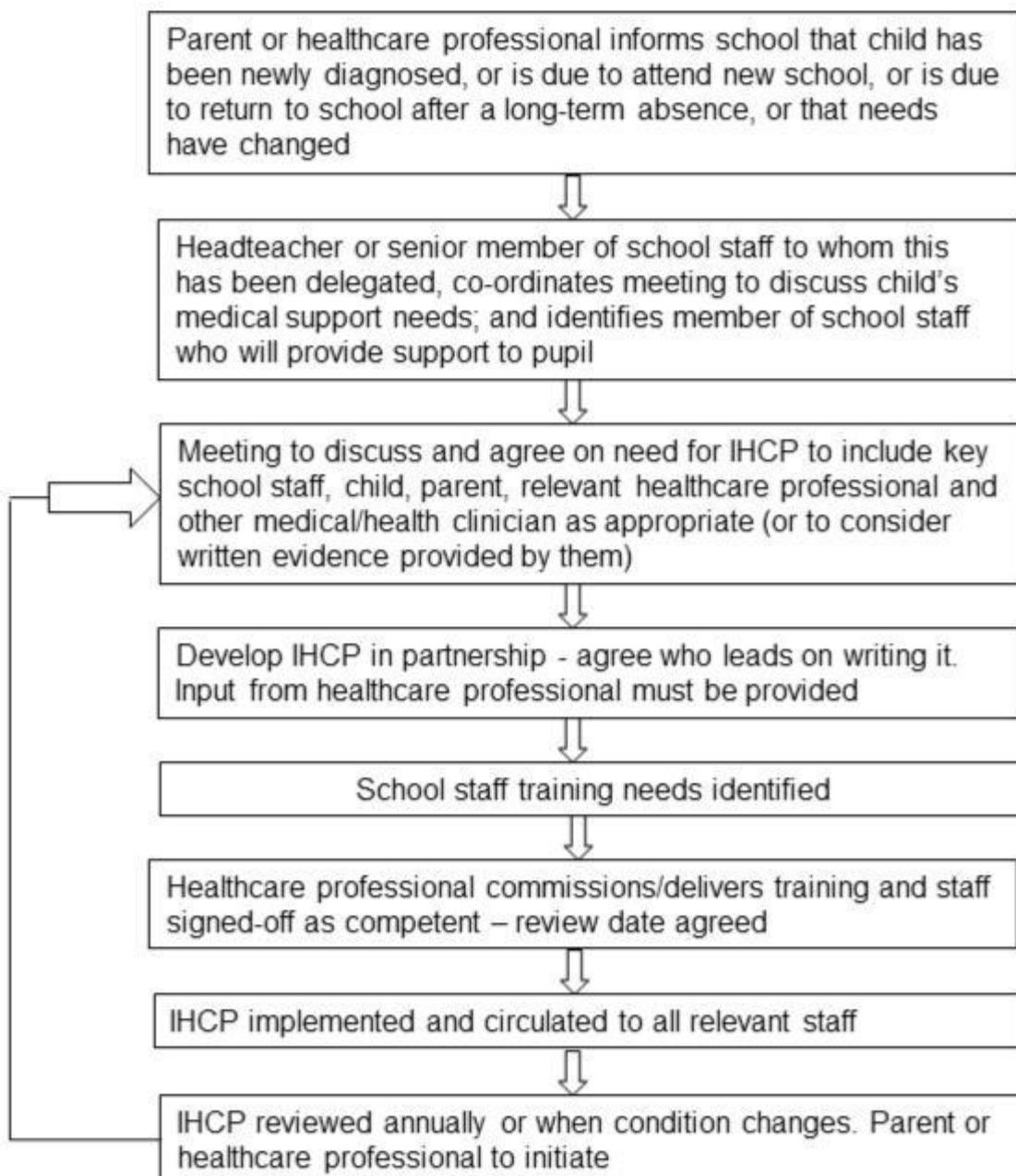
- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in [as appropriate]

## 10 EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

## II APPENDIX: PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS

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12 APPENDIX: MEDICAL FORM FILLED IN FOLLOWING A FIRST AID CALL



Ark Burlington Danes Academy

## Burlington Danes Academy

This form is to be used for accidents, incidents and near misses involving pupils only.

**Part A: To be completed by the injured pupil with a member of staff or by a staff member**

<i>Part 1 – Personal Information</i>				
Full name of pupil:			Full name of staff member:	
Age of pupil	Male	Female	Year Group	Tutor Group

<i>Part 2 – Details of accident</i>		
Date	Time	Exact location (building/floor) and address (if off-site)

<i>Part 3 – Describe what happened and what you think caused the accident, incident or near miss</i>	
Person you reported to:	Name of witness or other(s) involved:
Telephone Number (if not at school)	

<i>Part 4 – Outcome of accident, incident or near miss</i>
State nature and exact location if injury e.g. bruised right shoulder

<i>Part 5 – Assault only: Please tick the type of assault(s), if any, that describe the incident</i>				
Verbal	Physical	Racial	Sexual	Other

<i>Part 6 – Treatment details</i>				
Tick as appropriate	First Aid	Doctor or Dentist	Taken to hospital	Kept in for treatment or observed overnight
				Sent home after treatment
Time taken off school	None	1-3 days	Number of days if more than 5 days taken	

**Part B: To be completed by the Responsible Person**

<i>Part 7 – Identify the reason for the incident</i>
<i>Part 8 – Action taken to prevent recurrence</i>

Print Name:

Position:

Signature:

Date:

# APPENDIX: MEDICATION CONSENT LETTER



Ark Burlington Danes  
Academy

## PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

Name of student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Form group: \_\_\_\_\_

Medical condition/illness: \_\_\_\_\_

### Medicine

Name of medicine: \_\_\_\_\_

Date dispensed: \_\_\_\_\_ Expiry date: \_\_\_\_\_

(I understand that the school will dispose of any medication when it reaches its expiry date and it is my responsibility to renew it if necessary)

How much to give: \_\_\_\_\_

When to be given: \_\_\_\_\_

Number of tablets /quantity given to the school: \_\_\_\_\_

Any other instructions: \_\_\_\_\_

\_\_\_\_\_

Are there are side effects that the school need to be aware of? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact details

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_