



ETON DORNEY
INDEPENDENT THERAPEUTIC SCHOOL

NURTURING KINDNESS, COMPASSION & SELF BELIEF

School:	Eton Dorney		
Policy:	Supporting Pupils with Medical Conditions		
<p>This policy will be reviewed on an annual basis but will be reviewed termly by the Headteacher.</p> <p>This policy will be read, understood and signed by all staff yearly and where changes have been made in line with government and DofE guidelines and changes.</p>			
Date of last review:	July 2020	Review period:	Annual
Date of next review:	July 2021	Owner:	Eton Dorney School
Type of policy:	Statutory	LGB/Board approval	Board approves; GB signs off
Version:	V 2.0	© 2020 Eton Dorney School	

Rationale

The school has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The governing body/SLT will ensure that arrangements are in place to support pupils with medical conditions in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The governing body/SLT will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. They will ensure that arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

Aims of Policy

To assist pupils with medical needs to achieve their full potential, and to be included in all aspects of school life. Most pupils will, at some time have a medical condition that may affect their participation in school activities, for many this will only be short term. Other pupils may have medical conditions, if not properly managed, which could limit their access to education. These are regarded as having Medical Needs. Most pupils with medical needs are able to attend school regularly and with some support from the school, take part in most normal school activities. School staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility for one person. School will work in partnership with healthcare professionals, social care professionals, Local Authorities, Parents, Carers and Pupils. The school's designated person for medical needs is the Headteacher. The Headteacher may delegate tasks to other appropriate members of staff. The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical needs which is updated annually.

Headteacher

The Headteacher will ensure that:

- The school's policy is developed and effectively implemented with partners.
- All staff are aware of the policy and understand their role in its implementation.
- All staff who need to know are aware of the child's condition.
- There are sufficient trained numbers of staff available to implement the policy and deliver against all IHPs including in contingency and emergency situations.

School Staff

- May be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).
- Will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.
- Teachers who have pupils with medical needs in their class will understand the nature of the condition and when and where the pupil may need extra attention
- Staff will be aware of the likelihood of an emergency arising and what action to take if one occurs
- At different times of the day other staff may be responsible for pupils. It is important that they are provided with training and advice necessary. If staff notice a deterioration in a pupil's health over time (or changes to regular routine), they should inform the Headteacher, who should in turn arrange for the parents/carers to be informed.

Other Healthcare Professionals including GPs and Paediatricians

- They should notify the school when a child has been identified as having a medical condition that will require support at school.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes).

Pupils

- Will be fully involved in discussions about their medical support needs and contribute, and comply with, their IHP as appropriate.

Parent/Carers role

- It is the parents/carers responsibility to make sure that their child is well enough to attend school. If the child is unwell, they should keep the child at home and inform the school by 9am each morning
- Parents must provide sufficient information about their child's medical condition, treatment and/or special care needed at school and let the school know of any changes to the prescription or the support needed.
- Parents/carers must ensure that medication is clearly labelled – on medication itself this should include: name of child, name of medication, dose and frequency.

- It is the responsibility of the parent/guardian to ensure that their child's medication is in date and to check periodically that there is sufficient medication in school.
- Parents must ensure they, or another nominated adult, are contactable at all times.

Points for consideration

- All staff are expected to use their best endeavours at all times, particularly in emergencies
- The school must make sure that correct procedures are followed; keeping accurate records for each child and each incident and liaise with parents accordingly
- The Headteacher is responsible for the day to day decisions taken about administering medication to children who have medical needs. Only medication prescribed by a doctor can be administered by school staff.
- The Headteacher will make sure that staff follow the school's documented procedure, they should be fully covered by their employer's public liability insurance should a parent make a complaint
- School does not assume that every child with the same condition requires the same treatment.
- School will not send children with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified in their IHP.
- If a child becomes ill, they will not be sent to the school office or medical room unaccompanied.
- School take into consideration hospital appointments when monitoring attendance.
- School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- School will not require parents, or make them feel obliged to attend school to administer medication or provide medical support to their child, including toileting issues. No parent will have to give up working because the school is failing to support their child's medical needs.
- School will not prevent children from participating in any aspect of school life, including school trips, by requiring parents to accompany.

Individual Healthcare Plans (IHPs)

IHPs will help school effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. Plans will be drawn up in partnership between school, parents and a relevant healthcare professional e.g. School or Specialist Nurse. Pupils will be involved whenever appropriate. Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Where a child has a special educational need identified in an Educational Health and Care Plan (EHCP), the Individual Healthcare Plan (IHP) will be linked to, or become part of that EHCP.

Points considered when developing an IHP

The medical condition, its triggers, signs, symptoms and treatments.

- Specific support for the pupil's educational, social and emotional needs eg how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a pupil is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a Health Professional, and cover arrangements for when they are unavailable.

- Who in the school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the Head teacher, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours.
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, e.g. risk assessments. Where confidentiality issues are raised by the parent of a pupil the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including whom to contact and contingency arrangements.

Administering Medication

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following: -

- The pupil's name
- Written instructions provided by doctor on label of medication
- Prescribed dose and frequency as detailed in instructions
- Expiry date

He or she will be aware of possible side effects of the medication and what to do if they occur.

School staff will not give any non-prescribed medication to pupils i.e. aspirin, paracetamol. A child under 12 should never be given aspirin, unless prescribed by a doctor. If a pupil suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers prescribed by a doctor, with written instructions about when the child should take the medication.

The dosage will be in line with the instructions on the package. A member of staff will supervise the pupil taking the medication and notify the parents on the day that painkillers are taken.

No pupil under 16 will be given medication without his/her parent's written consent

It is good practice to allow pupils with medical needs to manage their own medication from a relatively early age (parents should state this on health care plan). If doing so, staff should supervise them at all times

If a pupil refuses to take medication, staff will not force them to do so. The school should inform the parent/carer as a matter of urgency, and if necessary call the emergency services

Some medicine needs to be refrigerated. Medicines should be clearly marked and stored appropriately.

Medicines will be stored safely but accessible to those it is prescribed for.

Parents will collect medicines held at school from the office and are responsible for the disposal of date expired medication.

There is no legal duty which requires school staff to administer ad-hoc medication even if this is prescribed by a doctor, this is a voluntary role.

Hygiene/Infection Control

All staff will be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures Staff will have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures

Where a pupil has an IHP this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Other pupils in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed.

If a pupil needs to be taken to hospital, staff should stay with the pupil until the parent/carer arrives or accompany a child to hospital in an ambulance if asked to.

All staff will know the school procedures for calling the emergency services.

All staff will know who is responsible for carrying out emergency procedures in the event of need.

Staff will not take pupils to hospital in their own cars.

A copy of any health care plans will accompany the child to A&E.

Day, Residential and Sporting Trips and Activities

The Senior Leadership Team will ensure that arrangements are clear and unambiguous about the need to support actively children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of children in such activities with any adjustments as required unless evidence from a clinician states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included (refer to guidance on school trips).

School Trips

It is good practice for schools to encourage all pupils to participate in school trips wherever safety permits. Staff supervising day excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures and refer to a child's IHP to ensure the trip is risk assessed accordingly. For example, to check if the setting or season may trigger a condition, such as asthma.

It may be appropriate for an additional member of staff to accompany a particular pupil with medical needs.

Sporting Activities

Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Some pupils may need to take precautionary measures before or during exercise and-or need to be allowed immediate access to their medication, if necessary.

Staff supervising sporting activities will always be aware of any medical needs and relevant emergency procedures.

Equal Opportunities

Eton Dorney Independent Therapeutic School values diversity in its community and is committed to providing equal opportunities for all, whether they are a job applicant, teacher, member of the non-teaching staff, pupil, parent or governor. Through equal opportunities the school will strive to provide for everyone equally, regardless of ethnic background, faith, gender, age, sexual orientation, Special Educational Needs or disability. All school policies will operate within and be implemented with regard to this framework.

Liability and Indemnity

- Eton Dorney Independent Therapeutic School has an Insurance Policy that provides liability cover relating to the administration of mediation.
- Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure.
- The Headteacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.
- The SENCo, School Secretary, and Office assistants will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHP's are monitored.

The closest A&E facility for the school is:

Wexham Park Hospital, Wexham, Slough, Berkshire, SL2 4HL
Telephone Number: 01753 633000

Always call 999 in an emergency situation.



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INDIVIDUAL HEALTH CARE PLAN

Pupil'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.	

Describe medical needs and give details of pupil'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

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



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Procedure for Administering Medication to Children

Staff Requests Childs Medication

Staff member talks to Headteacher/ School Secretary / Welfare Lead about need for medication & action required

Designated person calls home in presence of witness to confirm and obtain permission for parent/carer and then records the details on medical form (H.T / S.S / W.L)

Designated person checks packaging, dosage and IHCP with presence of H.T or S.S & both persons sign off the MARS sheet

Designated trained person administers medication & records on prescribed medication form

Medication returned to locked cabinet in medical room

Copy of medication administered from to be sent home with pupil weekly

