

Supporting Children with Medical Conditions policy
appendix

Redgate Primary Academy

February 2023

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1 Policy statement and introduction

At Redgate Primary Academy, we adhere to the Diverse Academies Trust Supporting Students with Medical Conditions [DAT Medical Conditions Policy](#)

The Children and Families Act 2014 includes a duty for schools and academies to support children with medical conditions.

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are supported in Redgate Primary Academy so that they can play a full and active role in academy life, remain healthy and achieve their potential.

Children with long-term and complex medical conditions may require on-going support, medicines or care while in education to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences.

Redgate Primary will provide effective support for a child's medical condition ensuring it is effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Redgate Primary has positive relationships with relevant healthcare professionals and other agencies and listen to and value the views of parents/carers and children in order to effectively support children with medical conditions.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. This policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice 0-25 years January 2015.

Children who have particular allergies and are at risk of anaphylaxis are managed in accordance with the DfE guidance document and associated appendices:

www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergyguidance-for-schools

2 Scope and purpose

This policy applies to all employees, including volunteers, agency workers, consultants or self-employed contractors.

3 Responsibility for implementing the policy

Diverse Academies has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Principal.

4 Roles and responsibility

The Academy Leadership Team are responsible for ensuring that sufficient staff are suitably trained.

Jade Grundy, Tania Williams and Alison Knowles are trained in the administration of medication.

Parents/carers will be informed if medication cannot be administered due to staff absence.

Training needs are identified by the Academy Leadership Team and Jade Grundy in liaison with Vicci Coote at Yeoman Park and the Health Care team.

All relevant staff are made aware of a child's condition and sign the Individual Healthcare Plans to say they have read the plan.

The EVC and class teacher ensure risk assessments for visits, holidays, and other activities outside of the normal timetable are in place.

The medication team are responsible for developing, monitoring and reviewing Individual Healthcare Plans (IHCP), what needs to be done, when and by whom.

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We will ensure arrangements to support children with medical conditions are implemented in order for all children to participate and enjoy the curriculum.

The Principal will ensure the policy is developed and effectively implemented with all partners.

Employees will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

NHS healthcare professionals, including GPs, Occupational Therapists and paediatricians will be responsible for notifying Redgate Primary when a child has been identified as having a medical condition that will require support in the academy. NHS healthcare professionals will support staff on implementing a child's individual healthcare plan and provide advice and training. For example; asthma, diabetes, epilepsy.

Academy first aiders cannot administer painkillers (unless they are trained in the administration of medication).

Parents/carers of children with medical conditions will provide relevant information for academy staff and contribute, where appropriate, to their child's Individual Health Care Plan.

Children with medical conditions, where appropriate, will provide information and contribute to their Individual Health Care Plan.

5 Managing medicines / medical conditions on academy premises

We encourage children to take their medication themselves under staff supervision.

Children **do not** carry their medication on their person.

If a child has been prescribed a controlled drug it will be securely stored in its original packaging in a non-portable container and double locked. Only named staff will have access.

Emergency medication should be easily accessible in an emergency. A record will be kept of any doses used and the amount of the emergency drugs held in the academy.

Medicines will only be administered at the academy when it is detrimental to a child's health or academy attendance not to do so.

A consent form enabling a member of academy staff to administer medication to a child must be completed by a parent or carer in all cases. No medication will be given under any circumstances without this form being completed.

No child will be given prescription or non-prescription medicines without their parent/carers written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents / carers.

We will only accept prescribed medicines that are in-date, labelled, in the original container (with the exception of insulin, available in pen or pump.) dispensed by a pharmacist, including instructions on dosage and storage.

Inhalers

- a. All asthma inhalers are to be locked in a secure cupboard within easy access should the child require it.
- b. It is the parents/carers responsibility to ensure that their child attend the academy with their medication
- c. It is the parents/carers responsibility to ensure that the medication is in date and to ensure that it is used appropriately
- d. Inhalers should show the name of the user

Auto-injector pens (AIP)

- a. An AIP should always be kept in a secure cupboard that is easily accessible. It is good practice to have two AIP's should the first one fail. Both must clearly display the name of the child and the expiry date
- b. It is the parents/carers responsibility to ensure that their child attends with their medication
- c. It is the parents /carers responsibility to provide the academy with such medication and to ensure that it is replaced prior to its date of expiry

Insulin Pens

- a. Insulin Pens should always be kept in a secure cupboard that is easily accessible. It must clearly display the name of the child and the expiry date
- d. It is the parents/carers responsibility to ensure their child attends with their medication
- b. Blood sugar testing etc. can be carried out in an identified area

Allergies and anaphylaxis

Redgate Primary Academy caters for children with these conditions with due reference to the following publications:

www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergyguidance-for-schools www.anaphylaxis.org.uk/schools/schools-help/

We recognise that for many the symptoms of allergy are mild.

However, occasionally the symptoms are severe, and they may even be life-threatening.

Our caterers (Wilson Vale) recognise that the common causes of severe allergic reactions (anaphylaxis) include foods such as peanuts, tree nuts, milk, eggs, shellfish, fish, sesame seeds and kiwi fruit, although many other foods have been known to trigger anaphylaxis. Peanut allergy is particularly common – with one in 70 children nationwide thought to be affected.

We also understand that there may also be a risk of anaphylaxis from non-food sources, including wasp or bee stings, natural latex (rubber) and certain drugs such as penicillin, and will plan educational activities and visits with due consideration to this risk for some children.

All children affected by allergies are accommodated due to the insistence of up to date and accurate communication between parents, academy staff, doctors and, where relevant, education authorities. We have a commitment to ensuring we adopt robust precautionary measures, alongside ongoing support from staff in order to maintain a safe educational experience for all concerned.

6 Safety management

All medicines may be harmful to anyone for whom they are not appropriate.

The academy will ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

All the recommendations have been taken from the DFES Managing Medicines in Academy report (1448-2005).

7 Disposal of medicines

Medicines will be returned to parents/carers at the end of each term. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

If parents / carers do not collect medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles and other sharps.

8 Defibrillator

We have an Automated External Defibrillator on site which is available for use by all staff.

9 Refusing medicine

Where a child refuses medication, our medical staff will make a record to this effect and follow the appropriate procedure. Under no circumstances will the child be forced to take such medication. Parents/carers will be informed of the refusal on the same day. If a refusal to take medicine results in an emergency we will follow emergency procedures.

10 Staff administering medicine

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract (i.e. individuals appointed for the purpose of administering first aid). **Swift action needs to be taken by any member of staff to assist any child in an emergency.**

Adrenalin Auto-injector pens, inhalers and Buccolam should only be administered by trained adults. All trained adults should have annual refresher training.

11 Safe storage of medicines

Medicines will be stored in accordance to the product instructions and in the original container in which dispensed. Medicines will be stored in a secure location, which is not accessible by children. The key to the location to be kept in the office.

The supplied container will be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Where a child needs two or more prescribed medicines each should be in a separate container.

Medicines that need to be refrigerated will be kept in an locked airtight container and clearly labelled. Access to the refrigerator is restricted to staff only.

Controlled drugs and Buccolam will be double locked in a secure cupboard

12 Details of storage area and staff administering medication

Medication will be stored in the locked cupboard which is located across from the library.

Medication will be administered by a member of staff who is trained in medicine administration. All medication is drawn up and countersigned by two staff members who are trained in medicine administration. MARS (medicine administration records) sheets are used to document all medication administered.

Emergency medication (such as inhalers, Buccolam, AIP) will be stored in a secure cupboard within the classroom area. All staff in the class will know where the key is located to access the medication. Emergency medication will be administered by a member of staff who has been trained to deliver the relevant medication. This is different to the team who deliver regular medication, more staff are able to administer emergency medication.

13 Procedures for managing prescription and bought medicines which need to be taken during the academy day

Since November 2018, NHS Clinical Commissioning Groups (CCGs) and local GPs support and encourage people to buy medicines/products and access advice from local pharmacies for the treatment of **minor illnesses and ailments**.

This also applies to parents buying medicines for their children, including medicines which may need to be taken whilst their child is at school. Once medication is bought there will be **no requirements for GPs to provide an authorisation letter**.

Parents should label the medication with the child's name and we will then follow the generic age-related instructions when administering to the child. We will keep a clear record of all medications that are administered, in particular the time and dose administered to ensure that the recommended daily dose is not exceeded.

Medicines should always be provided in the original container as dispensed by a pharmacist displaying the dispensing label with the name of the child and includes the prescriber's instructions for administration.

Parents/carers/ transport escorts are responsible for handing over to staff the medication which is to be administered.

No medicines will be administered until a consent form has been completed by the parent / carer.

There may be occasions when a child needs short term prescribed medication such as an antibiotic; parents / carers should ask the prescriber if the medicine can be taken outside academy hours.

Children with medical needs are encouraged to participate in educational visits. Staff supervising educational visits should always be aware of any child's medical needs and relevant emergency procedures and be prepared to store and supervise the taking of medicines with prior parental/carers' written consent. Without the parents/carers written or 'provision of medication consent' children will not be allowed to participate in educational visits. This consent and provision of the medication is the responsibility of the parent / carer.

14 Record keeping

The academy uses MAR sheets to record all administered medication. These are countersigned by two staff members who are trained in medication administration.

The academy uses Control Drug record books for recording any control drugs which are administered. These are countersigned by two staff members who are trained in medication administration.

15 Emergency procedures

Care plans for individuals who require one detail the emergency response should they for example have a seizure, asthma attack, allergic reaction.

Any child suffering from a medical incident which is extra-ordinary, an ambulance will be called and the medical team, and a First Aider will be present.

16 Day trips, residential visits and sporting activities

Children have the opportunity to participate in visits away from the academy. Staff will be aware of how a child's medical condition will impact on their participation. Flexibility for all children to participate in events according to their own abilities and with any reasonable adjustments to participate fully and safely will be incorporated into any proposals as required; unless evidence from a clinician such as a GP states that this is not possible.

Risk assessment will take place in consultation with parents/carers, children and advice from healthcare professionals. Planning arrangements incorporate steps needed to confirm that children with medical conditions can participate safely. Please also see Health and Safety Executive (HSE) guidance on academy trips.

17 Complaints

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the Principal. If for whatever reason this does not resolve the issue, parents/carers are requested to make a formal complaint via our complaints procedure.