



The Park Federation Academy



Wood End Park Academy

Supporting Pupils with Medical Conditions Policy

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3	September 2015		
4	September 2017		
5	September 2019	Review	Name of Welfare Staff
6	September 2021	Review	New GDPR
7	September 2023	Review	Change in MIS
8	September 2025	Reviewed	

Signed by CEO on behalf of the Board of Directors (signature)
Approved on (date)
Reviewed September 2023

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Definition

Pupils' medical needs may be broadly summarised as being of two types: (a) **Short-term**, affecting their participation in school activities which they are on a course of medication. (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Wood End Park Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication

- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

Wood End Park Academy provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training

Employees should alert a Senior Leader of any concern or matter

relating to the support of pupils with medical conditions.

Expectations

It is expected that parents will:

Inform school of any medical condition which affects their child.

Supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container

Ensure that medicines to be given in school are in date and clearly labelled

Co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible

Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.

Wood End Park will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).

School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil. Transitional arrangements between schools will be completed in such a way that the Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare. Individual Healthcare plans will be written, monitored and reviewed regularly and

will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The Board of the Directors of the Trust ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, displayed in welfare but covered when parents may visit the Welfare room. Copies are also given to the Principal and class teacher. These copies are in a secure place. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan accessible but kept securely, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's MISs records and this information will be provided to class teachers annually and when it changes.

In an emergency

In a medical emergency, teachers who have been appropriately trained to administer emergency paediatric first aid will do so, if necessary. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if

this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Selected staff have also been trained to use the defibrillator.

Administration of Medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must complete a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the Welfare office).

Welfare staff will administer medicines if the child needs to take it a prescribed number of times a day and it includes during the school day.

All medicines will be stored safely. Medicines needing refrigeration will be stored in a fridge in the welfare room. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the teacher, for ease of access during outside activities. All medicines must be clearly

labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Welfare office. Access to these medicines is restricted to the named persons. Epi-pens are kept in Welfare's medicine cupboard and the class asthma box. In the case of Epi-Pens all staff have access to the key which is clearly labelled and accessible.

Welfare Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers are recorded on a card in the 'Teacher's Information Bag'. A parent information slip is also completed in Welfare advising parents of their child's use of their inhaler that day. Thus providing a record for school and home. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require their epi-pen. Care Plans for epi-pen users/ those with allergies, must be followed exactly. This information is provided for each named child in school from the local hospital.

Parents should be contacted after this call to the emergency services has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at Wood End Park Academy, they must discuss their concerns with the school.

This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the

problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Principal. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Academy's Complaints Procedure.

Trained Staff School First Aiders an up to date list can be found in the Welfare Office and is displayed in each classroom and office.

At least one first aider accompanies on all out-of-school visits.

Named people for administering medicines: Welfare Staff

1. Jodie Evans: Lead Welfare Officer
2. Hayley Carter: Welfare Assistant

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