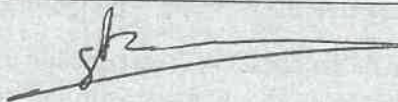


SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY AND PROCEDURE

Academy Modification: Complete items in red. Appendix 3 can be include local academy procedures and must be ratified by the LGB annually

This policy was created and ratified by the Wensum Trust Board in:	18 June 2019
The policy owner is:	Chief Executive Officer
This policy will be reviewed by the Wensum Trust Board in: (unless earlier review is recommended by the Wensum Trust)	June 2022
Policy Version:	V1.2
Signed by the Chair of the Board of Trustees:	Signed by J Smith, Chair of Trustees
Local procedures ratified by LGB on: 19.11.19	

Supporting Pupils with Medical Conditions Policy

Introduction

- The Children and Families Act 2014 places a duty on the Wensum Trust as a proprietor of academies to make arrangements for supporting pupils in Wensum Trust academies with medical conditions. In meeting this duty, the Wensum Trust must have regard to current DFE guidance.
- 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 (including academy trips and physical education) adapted to their medical needs and to receive the on-going support, medicines or care that they require at academy to help them manage their condition and keep them well and the Wensum Trust shall ensure that arrangements in place in its academies to support pupils with medical conditions.
- The Wensum Trust recognises that medical conditions may impact social and emotional development as well as having educational implications.
- Trust academies requires that its academy leaders consult and build relationships with healthcare professionals and other agencies and in order to effectively support effectively pupils with medical conditions.

Roles and Responsibilities

The named person responsible for children with medical conditions in **Burnham Market Primary** is **Mrs Emma Beck**.

This person is responsible for:

- developing, monitoring and reviewing individual healthcare plans (as per Appendix 1)
- informing relevant staff of any medical condition
- arranging appropriate 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 academy visits and other activities outside of the normal timetable
- working together with parents/carers, pupils, healthcare professionals and other agencies

The Wensum Trust is responsible for:

- determining the academy's general policy and ensuring that arrangements are in place to support children with medical conditions

The Local Governing Body is responsible for:

- approving and reviewing any local additions/variations to this Policy (Appendix 3)
- reviewing the local operation of this policy on an annual basis

The Principal/Headteacher is responsible for:

- overseeing the management and provision of support for children with medical conditions including ensuring that individual healthcare plans are reviewed at least annually
- 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 academy staff are appropriately insured and are aware that they are insured
- reporting annually to the Local Governing Body on the effectiveness of implementation of this policy

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 individual healthcare plans
- working with the named person and ensuring that risk assessments are carried out for academy 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.

Administering medicines

Written consent from parents/carers must be received before administering any medicine to a child at an academy.

Medicines will only be accepted for administration if they are:

1. In-date
 2. Labelled
 3. 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
 - written records will be kept of all medicines administered to children
 - 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

Any additional requirements specific to **Burnham Market Primary** are set out in Appendix 3

Action in case of emergencies:

A copy of this information will be displayed in the staff workroom (see Appendix 2).

- 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 academy's telephone number: **01328 738374**
 2. Your name
 3. Your location: **Friar's Lane, Burnham Norton, PE31 8JA**
 4. Provide the exact location of the patient within the academy
 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
- contact the parents/carers 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

Activities beyond the 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
- The Principal/Headteacher is responsible for assessing if the appropriate medical arrangements and deployment of staff can be made to facilitate the pupil taking part in the arranged trip/visit/activity etc. In some cases the parent/carer may be requested to assist with the medical care if the pupil has complex needs. The final decision as to participation will be that of the Principal/Headteacher.
- when carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate

Unacceptable Practice:

The following items are not generally acceptable practice with regard to children with medical conditions, although the academy 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/carers; 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 academy activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, sending them to the academy 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/carers, or otherwise making them feel obliged, to attend academy to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the academy is failing to support their child's medical needs
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of academy life, including academy trips, e.g. by requiring parents/carers to accompany the child

Complaints:

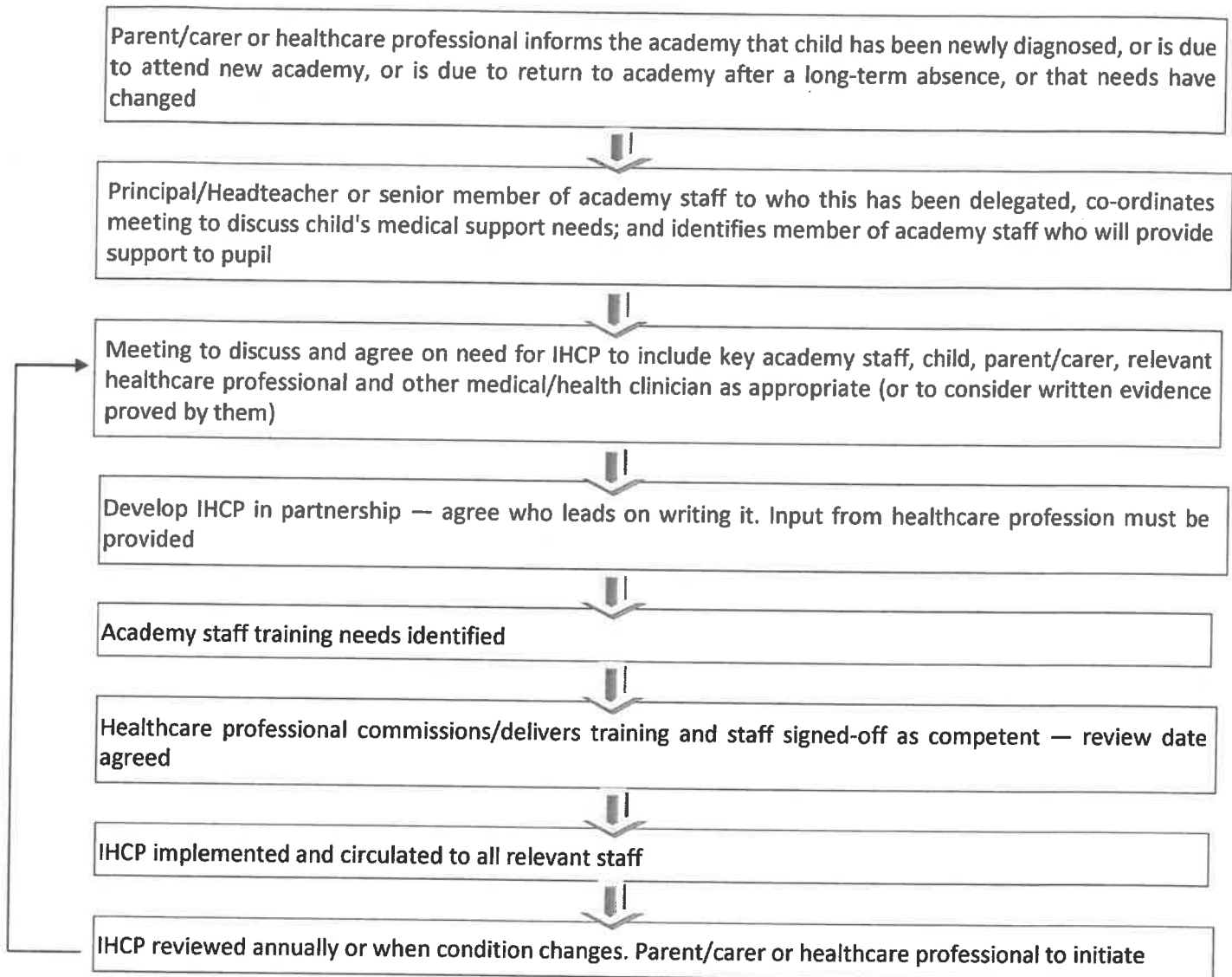
- an individual wishing to make a complaint about actions regarding the academy's actions in supporting a child with medical conditions should discuss this with the academy in the first instance
- if the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in our complaints policy

Monitoring and Review

The Trust will review this policy every 3 years and assess its effectiveness and implementation. Any deficiencies identified shall be corrected and used to inform review of the policy which will be promoted and implemented throughout the Trust.

The Chief Executive Officer will report on the effectiveness of the policy to the Trust Board as appropriate.

Appendix 1: Process for developing Individual Healthcare Plans (IHCP)



The academy will use their own recording mechanism for an IHCP and a copy of the form may be included at Appendix 3'

Appendix 2: Action in case of an emergency poster

ACTION IN CASE OF AN EMERGENCY

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 academy's telephone number: **01328 738354**
2. Your name
3. Your location:

Burnham Market Primary School, Friar's Lane, Burnham Norton, PE31 8JA

4. Provide the exact location of the patient within the academy.
 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.
- Contact the parents/carers 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.

Appendix 3

[Academy name] Local adaptations/ requirements (if any)

(To be reviewed and approved annually by the Local Governing Body)



Head teacher: Mrs Rachel Stroulger NPQH

Friars Lane
Burnham Market
Norfolk
PE31 8JA

Tel: 01328 738354

Email: office@burnhammarket.norfolk.sch.uk

Oct 2018

Dear Parent/carer,

In order to ensure your child receives the correct support with any medical condition or during an emergency we check details we are currently holding are still correct. Can you please complete this form and return it to the school office.

It is imperative all forms are returned even if there is no medical condition we need to be aware of. Please use the back of the form for any additional information.

Thank you

Rachel Stroulger

CHILD'S

NAME: _____

Name of

Doctor: _____

Name of Medical

centre/Surgery: _____

Does your child suffer from any of the following (please place an x in those applicable to your child)

Asthma <input type="checkbox"/>	Eczema <input type="checkbox"/>	Epilepsy <input type="checkbox"/>	Hayfever <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Hearing impairment <input type="checkbox"/>	Heart Condition <input type="checkbox"/>
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If you have ticked any of the above, please provide details of the medical condition below, and any medication used on a regular basis. If there is any other medical condition/information relevant to your child's development and school life e.g. hearing impairment, allergies, sight etc.

If your child has asthma (please place an x in those applicable to your child)

If you have ticked any of these boxes please complete the attached emergency Salbutamol consent form and long term medication form.

My child uses an inhaler <input type="checkbox"/>	My child carries his/her inhaler on their person <input type="checkbox"/>	My child is required to keep an inhaler in the school medical room <input type="checkbox"/>	My child's asthma is		
			Mild	Moderate	Severe
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My child has an Epi Pen

If your child is required to take or have medication from home kept in the school medical room, please complete the enclosed long term medication consent form. Note: All medication kept in school MUST be prescribed by a doctor and have the prescription attached to the box/packet.



Head teacher: Mrs Rachel Stroulger NPQH

Tel: 01328 738354

Email: office@burnhammarket.norfolk.sch.uk

Friars Lane
Burnham Market
Norfolk
PE31 8JA

Long Term Medication Form

The school will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Emma Beck, Medical Needs Co-ordinator.

Name of school/setting

Burnham Market Primary School

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 and have doctor's label attached.

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

Class Teacher

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 _____



Head teacher: Mrs Rachel Stroulger NPQH

Tel: 01328 738354

Email: office@burnhammarket.norfolk.sch.uk

Friars Lane
Burnham Market
Norfolk
PE31 8JA

**Parental Consent Form:
USE OF EMERGENCY SALBUTAMOL INHALERS**
Child showing symptoms of asthma/having asthma attack

Please tick the boxes appropriate to your child

- I can confirm that my child has been diagnosed with Asthma/Hayfever/other and has been prescribed an inhaler within the last 12 months.
- My child has a working in-date inhaler, which has a doctor's prescription attached and is clearly labelled with their name.
- My child carries their inhaler on their person.
- My child has an inhaler kept in the school class room.
- In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol from the emergency inhaler held by the school for such emergencies.

Parent/Carer Signature.....

Date.....

Print Name (Block Capitals).....

Child's Name.....Year.....

Parent/Carer contact details:

Tel:home.....Work.....Mobile.....

Emergency Contact (if you are not available)

.....