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Ethos College

# Supporting Pupils with Medical and Conditions policy

July 24

<b>1</b>	<b>Summary</b>	Supporting Pupils with Medical Needs and Conditions			
<b>2</b>	<b>Responsible person</b>	SENDCo			
<b>3</b>	<b>Accountable ELT member</b>	Vicky Woodrow			
<b>4</b>	<b>Applies to</b>	All Staff			
<b>5</b>	<b>Trustees and/or individuals who have overseen development of this policy</b>	All Trust SENDCo's			
<b>6</b>	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	Trust Head Teachers			
<b>8</b>	<b>Ratifying committee(s) and date of final approval</b>	Learning and Achievement			
<b>9</b>	<b>Version</b>	1.6			
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<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Summary of changes</b>
May 23	1.5	Minor amends	Minor amends
June 24	1.6	Policy review	Updated appendices and checked contents with minor amendments.

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## 1. Introduction

Almost all children at some time will have a medical condition or need that affects their attendance or ability to take part in play, attend childcare, school or take part in extracurricular activities.

Any condition must be managed so that each child's access to a learning, social and caring environment is safeguarded and that no child is discriminated against on the basis of disability caused by a medical condition. Medicines must be managed and administered safely.

We aim to provide all children with medical conditions the same opportunities as others. We will endeavour to ensure that they can receive a full education and that we have plans in place to reintegrate them back into the setting after periods of absence.

We are committed to providing, as far as reasonably practicable, a physical environment that is accessible to children with medical conditions and that relevant children are included in the consultation process (as far as is possible).

We are aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it and that certain conditions are serious and can be potentially life-threatening.

We will ensure the needs of each child with medical conditions are adequately considered to facilitate their involvement in structured and unstructured social activities, including during breaks and before and after the main activities. We acknowledge that almost all children at some time will have a medical condition which may affect their attendance or participation in play, school, extra-curricular activities, youth activities or in attending childcare.

Where these activities are provided by others, parents need to ensure that information on their child's medical conditions have been provided and that Individual Healthcare Plans are in place. Parents will be required to co-operate with policies and procedures.

Where the child attends more than one setting, every effort must be made to ensure any details of medical conditions are passed on. This must be with the parent's permission and Data Protection policies and procedures must always be adhered to.

We will endeavour to ensure that parents of children and young persons with medical conditions feel secure in the care their children receive and that the staff understand the common conditions that affect children and the importance of protecting the dignity of pupils.

All relevant staff have undergone appropriate training. (See part 11 Staff Training and Support)

We will ensure that staff are aware of the potential social problems children with some conditions may experience. Staff must use this knowledge to try to prevent

and deal with problems in accordance with the Trust's anti-bullying and behaviour policies.

Staff will aim to include all children with medical conditions, to raise awareness of medical conditions and to help create a positive environment. This can be done by a variety of means such as PSHE, play activities etc.

Staff are informed and regularly reminded about the medical conditions policy:

- through information shared during induction training;
- at scheduled medical conditions training;
- through the key principles of the policy being displayed in several prominent staff areas;
- through communication about results of the monitoring and evaluation of the policy;
- all supply and temporary staff (and volunteers where appropriate) are informed of the policy and their responsibilities;
- Senior leaders ensure health and safety policies and risk assessments are inclusive of the needs of children with medical conditions.

## **2. Aims**

This policy aims to ensure that:

- Pupils, staff, parents and carers understand how our Ethos College will support pupils with medical conditions;
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including Ethos College trips and sporting activities.

The Academy will implement this policy by:

- Making sure sufficient staff are suitably trained;
- Making staff aware of a pupil's condition, where appropriate;
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions;
- Providing supply teachers with appropriate information about the policy and relevant pupils' needs / conditions;
- Developing and monitoring Individual Healthcare Plans.

**The named person with responsibility for implementing this policy is Mandeep Little.**

## **3. Legislation and Statutory Responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's (DfE) December 2015 statutory

guidance: [Supporting pupils at school with medical conditions](#). This policy also complies with our funding agreement and articles of association.

#### **4. Developing and Reviewing the Policy**

This policy will be reviewed regularly to ensure that:

- it is effectively monitored, evaluated and updated;
- it is reviewed annually taking into account any recommendations and/or changes in legislation and local or national guidance;
- the implementation, successes and areas for improvement of the policy reported to key stakeholders.

Parents/carers are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the Ethos College prospectus/Information pack and signposting access to the policy within the 4-way agreement or when communication is sent out about Individual Healthcare Plans;
- in the Ethos College newsletters;
- when a child is enrolled at Ethos College;
- via the Ethos College website;
- through communication about results of the monitoring and evaluation of the policy.

#### **5. Policy Implementation**

The Head of School has overall responsibility. The Head of School will delegate responsibility in their absence to SLT who are responsible for:

- ensuring sufficient staff are suitably trained in dealing with medical conditions and administration of medicines (Section 7);
- a commitment that all relevant staff will be made aware of the child's condition (Section 6);
- cover arrangements in the case of staff absence or staff turnover to ensure someone is always available;
- ensuring that supply staff and volunteers are aware of the policy and those children affected (as appropriate);
- risk assessments for establishment visits, holidays and other social activities outside of the setting's normal routine;
- drawing up, implementing and monitoring of Individual Healthcare Plans.

#### **6. Definitions of Medical Conditions**

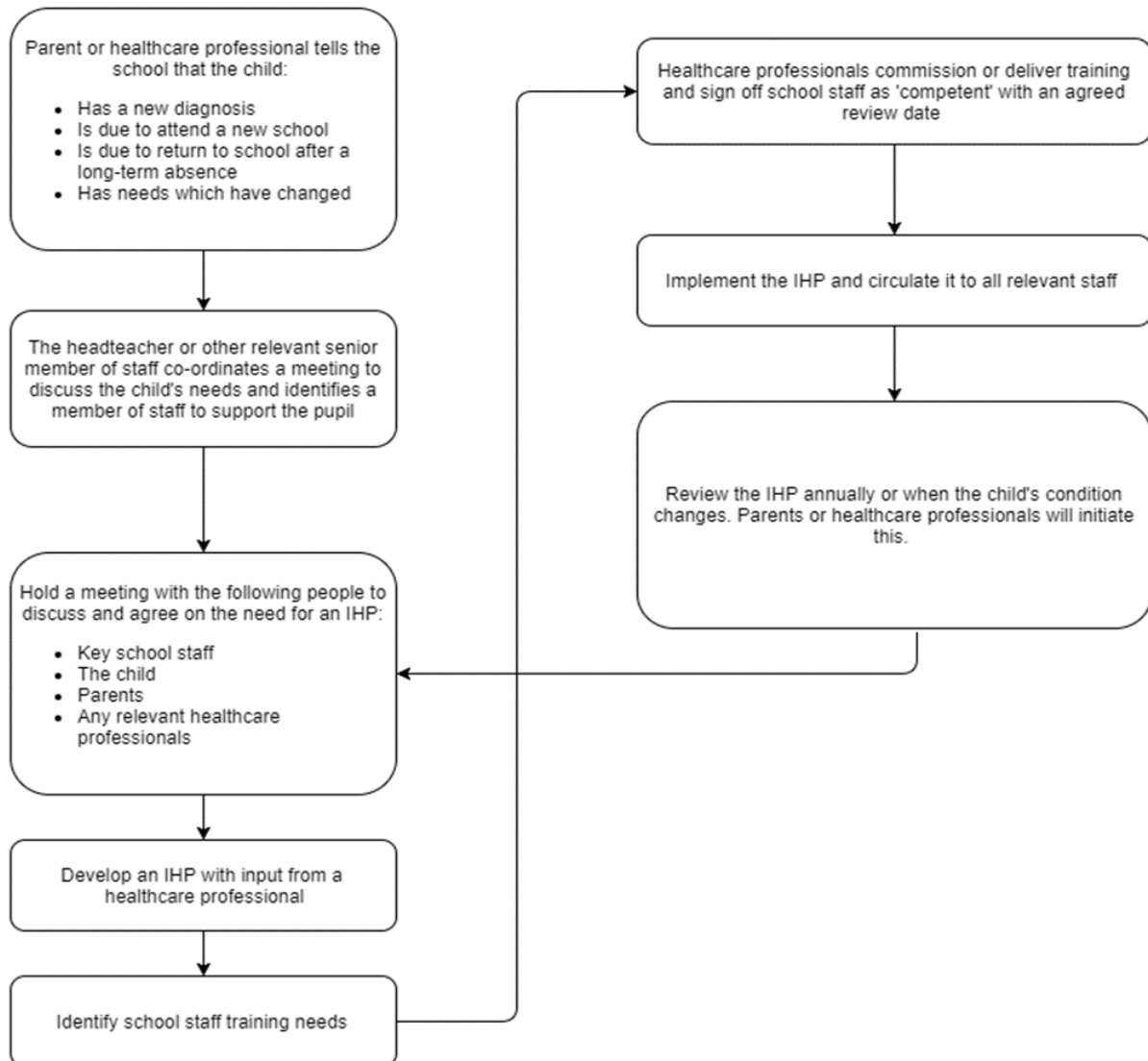
Pupils' medical needs may be broadly summarised as being two types:

- Short-term: affecting their participation at an academy because they are on a course of medication and/or treatment.
- Long-term: potentially limiting access to education and requiring on-going support, medicines or care while at the academy to help them to manage

their condition and keep them well, monitoring and intervention in emergency circumstances.

It is important that parents/carers feel confident that the academy will provide effective support for their child's medical condition and that pupil's feel safe. (Further information on specific medical conditions is available in the Kirklees Council Policy on Supporting Pupils at School with Medical Conditions). Some pupils with medical conditions may be considered disabled under the definition set out in the Equalities Act 2010. Where this is the case the Trust Board complies with their duties under that Act. Some may also have Special Education Needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For pupils with SEN, this policy should be read in conjunction with the SEND Code of Practice which explains the duties of the Local Authority, health bodies and the academy to provide for those with SEN. For pupils who have medical conditions that require EHC plans, compliance with the SEND Code of Practice ensures compliance with this policy in respect to those pupils.

## 7. Being notified a child has a medical condition and the process for developing Individual Healthcare Plans (DfE Supporting Pupils with Medical Needs 2016)



## 8. Individual Healthcare Plans

The Head of School has overall responsibility for the development of Individual Healthcare Plans for pupils with medical conditions. Not all children with medical needs will require an individual plan. A short-written agreement with parents/carers may be all that is necessary.

Consultation with the relevant health care professional(s) and parent/carer should determine whether an Individual Healthcare Plan is appropriate. If a consensus cannot be reached the decision will be taken by the head teacher.

An Individual Healthcare Plan should be in place where there is a high risk that emergency intervention will be needed and/or where medical conditions are long-term and complex. The plan should include all activities where additional arrangements need to be put in place to ensure the well-being of the child e.g.,



Transport arranged by The Trust, off site visits, provision of meals, curricular activities etc. Individual Healthcare Plans will be linked to, or become part of, any My Support Plans or Education, Health and Care Plans (EHCPs). If a pupil has SEN but does not have an EHCP, the type of SEN will be documented in the Individual Healthcare Plan.

The level of detail within a plan will depend on the complexity of the child's condition and the degree of support needed. Different children with the same condition may require very different types of support.

### **8.1 Use of Individual Healthcare Plans**

Individual Healthcare Plans are used for planning the child's medical needs to:

- inform staff about the individual needs of a child with a medical condition in their care;
- remind children with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times;
- identify common or important individual triggers for children with medical conditions that bring on symptoms and can cause emergencies. Staff will use this information to help reduce the impact of common triggers;
- ensure that all medication stored is within the expiry date;
- remind parents of children with medical conditions to ensure that any medication kept at the setting for their child is within its expiry dates. This includes spare medication;
- ensure local emergency services have a timely and accurate summary of a child's current medical management and healthcare in the event of an emergency;
- ensure Individual Healthcare Plans are reviewed on a regular basis considering changes in the medical condition or changes in medication.

Further documentation can be attached to the Individual Healthcare Plan if required.

If a child has a short-term medical condition that requires medication during academy hours, a medication form must be completed by the parents.

The parents should confirm all the medical information, in writing, and, in cases of complex or serious conditions this should be verified by the GP, consultant, specialist nurse or dietician, also in writing. Form 1b in the form section has been developed to assist with this. This should be shared with the parents.

### **8.2 Ongoing Communication and Regular Review of Individual Healthcare Plans**

Parents/carers are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments have changed.

Staff use opportunities such as review meetings to check that information held by the setting on a child's condition is accurate and up to date.

Every pupil with an Individual Healthcare Plan will need to have their plan discussed and reviewed if there are any changes in the child's medical needs/condition.

### **8.3 Storage and Access to Individual Healthcare Plans**

Parents/carers and children have access if requested to the child's current agreed Individual Healthcare Plan.

Individual Healthcare Plans are kept securely on the pupil's electronic file on the academy's MIS system.

Apart from the central copy, specified members of staff (agreed by the child and parents/carers) securely hold copies of children's Individual Healthcare Plans. When the central copy is updated all specified members of staff will be given a copy of the updated version.

All members of staff who work with groups of children have access to the Individual Healthcare Plans of children in their care.

When a member of staff is new to a group of children, for example due to staff absence, Ethos College makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of children in their care.

Ethos College ensures that the child's confidentiality is protected at all times.

Ethos College seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen. This permission is included on the Individual Healthcare Plan.

Ethos College seeks permission from the child and parents before sharing any medical information with any other party, such as when a young person takes part in a work experience placement.

### **8.5 Common Chronic Conditions**

Some children suffer from chronic medical conditions, which may require urgent action to prevent a possible life-threatening situation from developing. The following chronic or potentially life-threatening medical conditions are commonly found amongst children:

- Anaphylaxis (severe allergic reaction);
- Epilepsy;
- Asthma;
- Diabetes.

In these cases, it will usually be necessary to draw up an **Individual Healthcare Plan**.

In all cases, the Trust must obtain professional training for staff before they make a commitment to support children with these conditions. Where children have conditions, which may require rapid intervention, all appropriate staff should be able to recognise the onset of the condition and take appropriate action.

### **8.6 Less Common Conditions and More Complex Needs**

It is beyond the scope of this document to cover every medical condition that may be encountered. However, childcare providers should follow the principles of this guidance and develop relevant Individual Healthcare Plans where necessary.

### **8.7 Medic Alert - Bracelets/Necklaces**

These are worn to alert others of a specific medical condition in case of an emergency. As these items can be a source of potential injury in games or practical activities, staff should consider whether, in certain circumstances, it would be appropriate to remove them temporarily and have them kept safe by the person in charge of the activity.

In such cases, staff need to be alert to the significance of these bracelets/necklaces and be clear to whom they belong when removing and taking charge of them.

## **9. Equal Opportunities**

The Trust is clear about and committed to the need to actively support pupils with medical conditions to participate in academy trips and visits, or in sporting activities, and not prevent them from doing so wherever possible. The academy will consider what reasonable adjustments need to be made to enable pupils to participate fully and safely on academy trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted, as appropriate.

## **10. Confidentiality**

The Head of School and staff should always treat medical information confidentially. They should agree with the child/young person where appropriate, or otherwise the parent/carer, who else should have access to records and other information about the student. It is essential that relevant staff are informed on a strictly need to know basis. However, there may be circumstances where a significant number of staff would need to be informed of a child's condition e.g. anaphylaxis.

Young people and parents will be informed that certain medical information may have to be shared with third parties when involved in off-site activities such as outdoor centres, swimming pools, travelling abroad and/or where a condition may impact on the activity.

## 11. Roles and Responsibilities

Each member of the academy and health community knows and understands their roles and responsibilities in maintaining and following an effective medical conditions policy.

The academies work in partnership with all relevant stakeholders e.g. the senior leadership teams, Board of Trustees, staff, parents/carers, employers, community healthcare professionals and pupils in our care to ensure that the policy is planned, implemented and maintained successfully.

The following roles and responsibilities apply to the medical needs and conditions policy. These roles are understood and communicated regularly.

*The SENDCo has a responsibility to:*

- ensure that the medical conditions policy is in line with local and national guidance and policy frameworks;
- ensure that the policy is reviewed by the Board every two years

*The Head of School has a responsibility to:*

- ensure the academy is inclusive and welcoming;
- liaise with key stakeholders including children (as appropriate), named staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, setting nurses, parents, governors, the setting health service, local health care professional, the local authority transport service, catering providers and local emergency care services to ensure provision meets need;
- ensure that the policy is shared with all staff;
- ensure the policy is implemented effectively;
- ensure that information held by Ethos College is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare Plans;
- ensure confidentiality;
- ensure that staff are appropriately insured;
- assess the training and development needs of staff and arrange for them to be met;
- ensure that all temporary and new staff including trainees and work placements and those on work experience understand their roles and responsibilities in relation to the medical conditions policy;
- inform and share information with community nurses, LAC nurses, school nurses and other medical professionals if any new information comes to light.

*All staff have a responsibility to:*

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand and follow the medical conditions policy;
- ensure that they are trained to achieve the necessary competence;

- know what to do and respond accordingly when a pupil with medical conditions needs help;
- know which children in their care have a medical condition and be familiar with the content of the child's Individual Healthcare Plan;
- allow all children where appropriate to have immediate access to their emergency medication;
- maintain effective communication with parents/carers including informing them if their child has been unwell;
- ensure that children who carry their medication with them have it with them at all times, including off site visits or where they may be relocated to another part of the Trust;
- be aware of children with medical conditions who may be experiencing bullying or need extra social support;
- understand the common medical conditions and the impact they can have on children

(Children should not be forced to take part in any activity if they feel unwell);

- ensure that all children with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure that children have the appropriate medication or food with them during exercise and are allowed to take it when needed.

*Teachers and support staff have a responsibility to:*

- manage the day-to-day protocols around the condition of the child/ren;
- ensure pupils who have been unwell catch up on missed school work;
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it;
- liaise with parents/carers, the pupil's healthcare professionals, special educational needs coordinator and Inclusion Manager if a child is falling behind with their work because of their condition;
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

*First aiders have a responsibility to:*

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the setting;
- ensure that an ambulance or other professional medical help is called as prescribed in the Individual Healthcare Plan or whenever appropriate.

*Special educational needs coordinators have the responsibility to:*

- help update the setting's medical condition policy;
- know which pupils have a medical condition and which pupils have special educational needs because of their condition;
- ensure pupils who have been unwell catch up on missed work;
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

*The school nurse or healthcare professional (Paediatrician, specialist nurses, GPs) has a responsibility to:*

- help update the academy medical conditions policy;

- inform the academy when a child has been identified as having a medical condition, if known, which requires support;
- help provide advice and training for staff in managing the most common medical conditions;
- liaise with lead clinicians locally on appropriate support and to provide information about where the academy can access other specialist training;
- obtain consent from the parent/carer to share information with the academy;
- work alongside the parent/carer, LA, other professionals and Ethos College to ensure the child remains in the setting.

*Individual doctors and specialist healthcare professionals have a responsibility to:*

- assist in developing the child's Individual Healthcare Plans provided by parents for those children with complex medical needs;
- notify the school nurse when a child has been identified as having a medical condition;
- ensure children and young people have regular reviews of their condition and their medication;
- provide the Trust with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parent/carer);
- understand and provide input into the development and review of the Trust's medical conditions policy.

*Pupils (as far as is reasonably practicable) have a responsibility to:*

- treat other pupils with and without a medical condition equally;
- tell their parent/carer or teacher or nearest staff member when they are not feeling well;
- let a member of staff know if another child is feeling unwell;
- know how to gain access to their own medication in an emergency;
- subject to their age and understanding, know how to take their own emergency medication and take it when they need it;
- ensure a member of staff is called in an emergency situation.

*Parents/carers of a child with a medical condition have a responsibility to:*

- inform the academy if their child has a medical condition and ensure the school has sufficient and up to date information including the Individual Healthcare Plan, where appropriate, for their child;
- inform the academy about the medication their child requires whilst in their care;
- inform the academy of any medication their child requires while taking part in visits, outings or field trips and other off-site activity;
- inform the school of any changes to their child's condition or changes to their child's medication: what they take, when, and how much;
- ensure their child's medication and medical devices are labelled with their child's full name and within expiry dates;
- provide the setting with appropriate spare medication labelled with their child's name;

- keep their child at home if they are not well enough to attend the academy;
- ensure their child catches up on any work they have missed;
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition;
- where a child has home to school transport, it is the parent's responsibility (not the school's) to inform the transport provider of any medical needs that their child suffers from.

*The catering provider has responsibilities to:*

- establish communications and training for all academy food service staff and related personnel;
- develop and review policies and procedures regarding the provision of special diets and severe food allergies;
- assist the Head of School to determine whether a meal can be provided to children with food allergies and/or food intolerances.

### **Home to Ethos College (Ethos College Transport)**

If a child needs supervision or access to medication during home to academy and transport is provided, trained escorts may be required. All drivers and escorts have the same training as staff, know what to do in a medical emergency and are aware of any children in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Individual Healthcare Plans.

*Home to Ethos College transport providers have responsibility to:*

- carry out a risk assessment for each child to determine whether transport can be provided to transport the child safely;
- provide appropriate information to drivers and escorts about children who are placed in their care whilst being transported between Ethos College and home and vice-versa;
- train escorts in exceptional procedures including the administration of medication in extreme circumstances;
- train drivers and escorts in risk reduction procedures, recognition of allergic reactions and implementation of emergency plan procedures;
- ensure each vehicle used for home to academy transport has some form of communication by which to summon help in an emergency;
- inform staff who accompany young people on home to academy or academy to home transport of their responsibility to ensure that all medicines are available;
- Please note, where parents/carers have not provided relevant medication, the child can be refused permission to travel on the organised transport.

## **12. Staff Training and Support**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

- Training needs will be identified during the development or review of Individual Healthcare Plans. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher / role of individual. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

### **13. Managing Medicines**

Prescription [and non-prescription] medicines will only be administered at the Ethos College:

- when it would be detrimental to the pupil's health or academy attendance not to do so **and**
- where we have parents'/carers written consent.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

Ethos College will only accept prescribed medicines that are:

- in-date;
- labelled;
- provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Ethos College will provide paracetamol (either in tablet or liquid form) in cases where pain relief is needed and agreed to by parents/carers. The above information will be strictly adhered to.



Ethos College will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and will be able to access them as necessary. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **13.1 Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All prescribed controlled drugs are kept in a secure cupboard in the Ethos College SLT Office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **13.2 Pupils Managing Their Own Needs**

Pupils with medical conditions are encouraged to take responsibility for managing their own medicines and procedures, subject to their age and understanding and where responsible enough to do so. This will be noted in the Individual Healthcare Plan and discussed with parents/carers.

Pupils must not pass medication to another pupil to use. Pupils will be allowed to carry their own inhalers, EpiPens or insulin pens and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the Individual Healthcare Plan and inform parents/carers so that an alternative option can be considered, if necessary.

If a pupil refuses to take their own medicine staff should not force them to do so. Parents/carers should be informed as soon as is practicable.

Parents /carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that **they** must notify Ethos College immediately.

### **16.7 Safe Disposal**

Parents/carers are asked to collect out-of-date medication.

If parents/carers do not pick up out-of-date medication, it will be taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or consultant on prescription. All sharps' boxes in the academies are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the academy or the child's parent/carer.

Collection and disposal of sharps boxes can be arranged with the local authority's Environmental Services or alternatively the academy should take them to the local pharmacy.

#### **14. Unacceptable Practice**

Ethos College staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, but it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parent/carer; or ignore medical evidence or opinion, (although this may be challenged);
- send pupils with medical conditions home frequently or prevent them from staying for normal activities, including lunch, unless this is specified in their Individual Healthcare Plans;
- if the pupil becomes ill, send them to the academy office or SLT office unaccompanied or with someone unsuitable;
- penalise pupils for their attendance record if their absences are related to their medical condition e.g., hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents/carers, or otherwise make them feel obliged, to attend Ethos College to administer medication or provide medical support to their child, including toileting issues. No parent/carer should have to give up working because Ethos College is failing to support their child's medical needs;
- prevent pupils from participating or create unnecessary barriers to pupils participating in full.
- administer, or ask pupils to administer, medicine in academy toilets

#### **15. Emergency Procedures**

Staff will follow the academy's normal emergency procedures (for example, calling 999). All pupils' Individual Healthcare Plans will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance. Every effort will be made to send a member of staff with whom the pupil is familiar. Generally, staff should not take pupils to hospital in their own car, but there may be times when this is appropriate. Permission must be sought from SLT and the parents notified that this is happening.

As part of general risk management processes, Ethos College has arrangements in place for dealing with emergencies for all activities wherever they take place, including offsite visits.

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give;
- who to contact within the academy.

The Individual Healthcare Plans are used to inform the appropriate staff (including temporary staff and support staff) of pupils in their care who may need emergency help.

### **15.1 Salbutamol Inhalers in Ethos College**

In October 2014 the Human Medicines (Amendment) (No2) Regulations 2014 were amended to allow schools to hold stocks of asthma inhalers containing salbutamol for use in an emergency.

SLT will decide on how many inhalers there should be on the premises.

- Only those pupils who have been prescribed salbutamol will be allowed to use the emergency inhalers.
- Parents/carers are asked to give consent on the 'Agreement to administer medication form'.
- All staff should be made aware of where they are stored. Spare inhalers are kept for emergency use only.
- Spare inhalers are taken on Ethos College trips as deemed necessary by the Head of School. A named member of staff is given the responsibility to look after the spare inhalers.
- It is prudent to have them easily available from outside and during PE/outdoor activities.

### **15.2 Emergency Adrenaline Auto-injectors (AAI) in the Academy**

On 1 October 2017 the Department of Health produced guidance for schools to hold emergency adrenaline auto-injectors.

- The Trustees of Ethos College have decided the adrenaline auto-injectors (AAI) will be kept by Ethos College.
- Only those pupils who have been prescribed an AAI and where the authority from parents / carers has been obtained will be allowed to use the Ethos College supply of emergency adrenaline auto-injectors.
- Spare AAI can be taken on Ethos College trips as deemed necessary by the Head of School. Staff should ensure that pupils prescribed an

AAI have two in-date AAI's in their possession on any trip or off-site visit. A named member of staff on the trip will have responsibility to look after the spare AAI and this will need to be returned at the end of the trip.

- Spare AAI will be kept in the main Ethos College office.
- Ethos College will not be able to provide a spare AAI for every trip or off-site visit. The priority will be for pupils who have been prescribed an AAI and the organizer of the trip will check that the pupil has two in date AAI's in their possession prior to leaving the academy premises.
- Ethos College will only use an AAI **without** parental / guardian consent if **a first aider is instructed to do so by the emergency services.**

### 15.3 Defibrillator

Ethos College has a defibrillator which will be used under the direction of the emergency services.

## 16. Day Trips, Residential Visits and Sporting Activities

Ethos College will take every reasonable measure to ensure that off-site visits and sporting events are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Equality Act (2010) if, after reasonable adjustments have been planned, the risk assessment indicates there is a risk to the health and safety of the individual or the group then this fact overrides the Equality Act.

It is good practice to encourage pupils with medical needs to take part in activities taking place off-site and residential trips wherever safety permits. Ethos College may need to take additional safety measures for such visits. We advise staff to refer to Kirklees guidance for off site visits for further guidance. In any cases of doubt staff are advised to contact Kirklees Emergency Planning.

### *Sporting activities*

We understand the importance of all pupils taking part in sports, games and activities and as such all staff and sports coaches make appropriate adjustments to sports.

Most pupils with medical conditions can take part in the PE curriculum, sports activities, and a range of other extra-curricular sporting activities. As far as possible options are flexible so that all pupils can participate in ways appropriate to their own abilities and needs. Any restrictions on a pupil's ability to take part in PE or sporting activities are clearly identified and incorporated within their Individual Healthcare Plan. 16.1 Journeys Abroad and Exchange visits

It is advisable to have one copy of the parental consent form in the language of the country visited. Where a child requires and has a particular Individual Healthcare Plan, this should also be available in the host language. This is particularly important if children stay with host families during an exchange visit.

## **16.2 Residential Visits**

Individual risk assessments are carried out prior to any off site visit and medical conditions are considered during this process.

Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

It is understood that there may be additional medication, equipment or other factors to consider when planning residential visits. Consideration will be taken of additional medication and facilities that are normally available at Ethos College

## **16.3 Work Experience**

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is Ethos College's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parent/carer before any medical information is shared with an employer or other education provider.

## **17. Record Keeping**

If controlled drugs are to be administered, the Head of School should make provision for controlled drug registers, in accordance with advice from health professionals which must include records of any drugs administered.

When the child is first enrolled at Ethos College the parents are asked if their child has any health conditions or health issues. The enrolment form is completed and is checked with the parents/carers at the start of each year and at other points that are appropriate for the child's needs.

### **17.1 Healthcare Plan Register**

Individual Healthcare Plans should be kept in a centralised register of children with medical needs. An identified member of staff has responsibility for the register.

The responsible member of staff liaises with the parents/carers on any details on a child's Individual Healthcare Plan and/or if permission for administration of medication is unclear or incomplete.

### **17.2 Consent to Administer Medicines**

If a pupil requires regular prescribed or non-prescribed medication, parents/carers are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required.

A medication request form must be completed and is required from parents/carers for children taking short courses of medication that cannot be given to the pupil outside attendance at Ethos College.

All parents/carers of children with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication, arrangements for the administration of this medication is detailed in the child's Individual Healthcare Plan. Ethos College and parents keep a copy of the Individual Healthcare Plan.

Parents of children with medical conditions are all asked at the start of the academic year if they and their child's healthcare professional believe the child (subject to their age and understanding) is able to manage, carry and administer their own emergency medication. This should be recorded on the Individual Healthcare Plan.

### **17.3 Residential Visits**

Parents/carers are sent a residential visit form to be completed and returned to Ethos College. This should be completed as soon as possible after the initial plans for the trip have been confirmed. The form requests up-to-date information about the pupil's current condition and their overall health and provides essential and up-to-date information to relevant staff to help the pupil manage their condition while they are away. This may include information about medication not normally administered by Ethos College.

Parents/carers should be reminded of the importance of ensuring that this information is accurate and up to date and that they need to inform staff of any changes to the medical information regarding their child.

All residential visit forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the child's Individual Healthcare Plan.

All parents/carers of children with a medical condition attending an off-site visit or overnight visit are asked for consent, giving staff permission to administer medication during their time away if required.

The residential visit form also details what medication and what dose the child is currently taking at different times of the day, thus enabling staff and supervisors to help the child manage their condition while they are away.

### **17.4 Other Record Keeping**

When an individual child is given or is supervised taking medication, details of the supervising staff member, child, dose, date and time are recorded. If a child refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

When staff are trained a log of the medical condition training is kept centrally and by the academy.

This is reviewed every 12 months to ensure all new staff receive training.

All staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. Ethos College keeps a register of staff that have had the relevant training.

Ethos College also keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **18. Liability and Indemnity**

The Trust will ensure appropriate insurance and indemnity is in place for all staff involved in the care of young people with medical conditions and those volunteers who administer medication to pupils with medical conditions.

## **19. Complaints**

Complaints will always be taken seriously and will be dealt with as quickly as possible. Any formal complaints will follow the normal standard procedures for the Trust.

## **Form A**

**ONLY REQUIRED IF THERE IS A MEDICAL CONDITION**

*i.e., Asthma, Epilepsy, Diabetes, Allergies*

Name of Academy:

# Individual Healthcare Plan

Home Address:	
Medical Diagnosis <i>condition/symptoms/triggers/signs</i> :	
Review Date:	
Daily Care Requirements:	
Describe what constitutes an emergency for the child, and the action to take if this occurs:	
GP Name:	
GP Address:	Postcode:
	GP Telephone no:



Clinic/Hospital Contact:	
Clinic/Hospital Address:	Postcode:
	Telephone no:
Responsible staff providing support in the academy:	
Staff training needed/undertaken: <i>Who/What/When</i>	
Other Information: <i>Insert/attach any specialist healthcare plans</i>	
Name of medication: <i>(as described on the container)</i>	
Dose:	
Method of administration (self-administered):	
When to be taken:	
Arrangements for academy visits/trips/work experience, etc:	

Family Contact Information 1	
Name:	Relationship to Child:
Home No:	Mobile No:
Work No:	

Family Contact Information 2	
Name:	Relationship to Child:
Home No:	Mobile No:
Work No:	

**Parent/Carer Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Parent/Carer Print Name:**

\_\_\_\_\_

**EAT Staff Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**EAT Staff Name:**

\_\_\_\_\_

## Form B

### Agreement to Administer Medication

**THE ACADEMY WILL ONLY GIVE YOUR CHILD MEDICINE WHEN YOU COMPLETE AND SIGN THIS FORM. THE ACADEMY HAS A POLICY THAT STATES STAFF CAN ADMINISTER MEDICINE.**

Name of Academy:

Name of Pupil:

Date of Birth:

Group/Class:

Year:

Date for review to be initiated by:

Condition/Illness:

#### Medicine

Name/Type of medicine: *(as described on the container)*

Expiry date:

Dosage and method:

Timing:

Special precautions/other instructions:

Self-administered: Yes / No

Are there any side effects that the academy/setting needs to know about?

***NB: Medicines must be in the original container as dispensed /purchased  
Non-Prescription Medicines (Does NOT include aspirin)***

<b>Asthma – Inhalers</b>	
The academy is allowed to buy spare salbutamol inhalers, without a prescription, for use in emergencies. These are not shared.	
I give permission for my child to use one in an emergency:	Yes / No
<b>Non-Prescription Medicines – Paracetamol</b> (Does NOT include aspirin)	
I give permission for my child to take paracetamol provided by the academy	Yes / No
I confirm that my child has used this medication before and did not suffer any allergic or other adverse reaction.	Yes / No
<i>Ethos Academy Trust confirm that the maximum dosage will not be exceeded if they are administered.</i>	
<b>Family Contact Information</b>	
Name:	Relationship to Child:
Home No:	Mobile No:
Work No:	
I understand that I must deliver the medicine personally to:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy staff administering medicine in accordance with the academy's policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I am aware that if my child refuses to take their medication, staff cannot force them to and I will be informed as soon as possible.

**Signed:** \_\_\_\_\_ **Parent/Carer**

**Print Name:** \_\_\_\_\_ **Parent/Carer**

**Date:** \_\_\_\_\_

# Medical Consent / Information

## Form C

Name of Academy:	
Name of Pupil:	
<b>Does your child suffer from any conditions requiring medical treatment? (i.e., asthma, epilepsy, diabetes)</b> <i>Complete an Individual Healthcare Plan if medication is required in the academy</i>	Yes / No
Condition or Illness:	
Treatment:	
<b>Does your child have any identified allergies? Please note that school dinners may contain traces of nuts</b> <i>Complete an Individual Healthcare Plan if medication is required in the academy</i>	Yes / No
Allergy:	
Medicine/Treatment:	
<b>Does your child have any special dietary requirements?</b>	Yes / No
If yes please specify:	

<b>Glasses</b>	
Does your child need to wear glasses? If yes, we have discussed making sure that they always have a pair in the academy?	Yes / No
<b>Medical Consent</b>	
I consent to my child taking paracetamol (which I have provided and is in the original packaging, with clear directions)	Yes / No
Non-Prescription Medicines ONLY (Does not include Aspirin) Paracetamol/Calpol  I consent to EAT supplying Paracetamol/Calpol sachets and administering it by a first aid trained member of staff to my child if they become unwell at the academy. My child has used this medication before and did not suffer any allergic or other adverse reaction.	Yes / No
I consent to EAT staff administering additional medication (which I have provided) to my child and understand that I am responsible for providing the academy with up-to-date information about dosage and possible side effects etc.	Yes / No
I consent for EAT to allow my child (who is diagnosed with asthma) to use the academy's spare inhaler cases of emergencies. This is not shared.	Yes / No
I consent for my child to receive immediate treatment by a doctor and/or a hospital because of a serious accident or serious illness.	Yes / No

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer Print Name**

