

Bedford College Academies Trust

Supporting Pupils with Medical Conditions (including First Aid)

Status: Statutory	Member of staff responsible: Principal, Wixams Academy	Implementation date: December 2020
Issue No: 1	Approved by: Wixams Academy Local Advisory Body	Next Review Date: September 2022

Our Vision

“The BCAT vision is to support students to achieve their absolute best whatever their ability or background. We aim to:

1. Work collaboratively to deliver an inclusive and outstanding education to all students, thereby driving up local standards.
2. Maximise social mobility and life chances, through the highest expectations of and aspirations for all students.
3. Encourage and support a range of high performing and distinctive educational establishments for local communities.”

Our Values

Student focus - We will seek to achieve a high quality learning experience for every student

High performance - We will strive for consistently high levels of performance in all aspects of our work

Respect, openness and honesty - We will treat everyone with respect, encourage openness and honesty, and recognise each other’s contribution and achievements.

Aims

The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. This is line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2015).

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

This academy is an inclusive community that supports and welcomes pupils with medical conditions.

- This academy is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this academy because arrangements for their medical condition have not been made.
- This academy will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this academy and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The academy and local health community understand and support the medical conditions policy.
- This academy understands that not all children with the same medical condition will have the same needs and our academy will focus on the needs of each individual child.
- The academy recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p27). Some children with medical conditions may be considered disabled under the definition set out in the Equality Act 2010. Where this is the case, this academy complies with its duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan that brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice.

This academy's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the academy and health settings.

Stakeholders include pupils, parent/carers, school nurse, school staff, trustees, and relevant local health specialist services.

All qualified first aid staff at this academy understand what to do in an emergency for pupils with medical conditions.

- All staff are aware of the medical conditions at this academy and understand their duty of care to pupils in an emergency.
- First aid training for staff is reviewed and updated on a regular basis.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this academy have an individual Care Plan (CP), completed by the parent/carer, which explains what help the pupil may need in an emergency. The CP will accompany a pupil should they need to attend hospital.

- This academy makes sure that all first aid staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's CP. This should be provided by a specialist nurse, school nurse, other suitably qualified healthcare professional and/or parent/carer.
- This academy will hold an emergency salbutamol inhaler and EpiPen for emergency use for pupils with parental consent.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

This academy has clear guidance on providing care and support at school.

- This academy understands the importance of taking medication and care received as detailed in the pupil's CP.
- This academy has undertaken not to administer medication to pupils except in an emergency for example the use of an EpiPen.
- When supervising medication, eg pain relief, this academy will check the maximum dosage and the time previous dose taken.
- Parents/carers understand that they should let the academy know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer will be informed as soon as possible and the academy's disciplinary procedures followed.

This academy has clear guidance on the storage of medication and equipment on its premises.

- This academy makes sure that all qualified first aid staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, EpiPens etc are readily available wherever the child is in the academy and on off-site activities.
- Pupils may not carry their own medication/equipment, with the exception of asthma inhalers and EpiPens.
- This academy will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes or placed somewhere inaccessible in an emergency.
- This academy will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.
- Parents/carers must provide new and in-date medication at the start of each term. Any out of date or extra medication will be returned to parents.

This academy has clear guidance about record keeping.

- As part of the academy's admissions process and annual data collection exercise, parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school has a centralised register of CPs, and an identified member of staff has the responsibility for this register.
- CPs are reviewed regularly, at least every year or whenever the pupil's needs change. Parents are responsible to update the school and the school nurse should there be any changes to the child's health and updating the Care Plan.
- This academy makes sure that the pupil's confidentiality is protected.
- Parents are requested to complete a Medical Administration Form when medicines are brought into school which includes the dose, time and date of administration. (Appendix 4)
- This academy keeps an accurate record of all medication received into school and when it has been collected from the premises.

This academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities as set out in our Accessibility Policy.

- This academy makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended academy activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the academy's Anti-bullying Policy, to help prevent and deal with any problems. They use opportunities such as PSHCE and assemblies to raise awareness of medical conditions to help promote a positive environment.
- This academy understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils.
- Academy staff are aware of pupils who are advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

This academy makes sure that pupils have the appropriate medication with them during physical activity and offsite visits.

- This academy makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

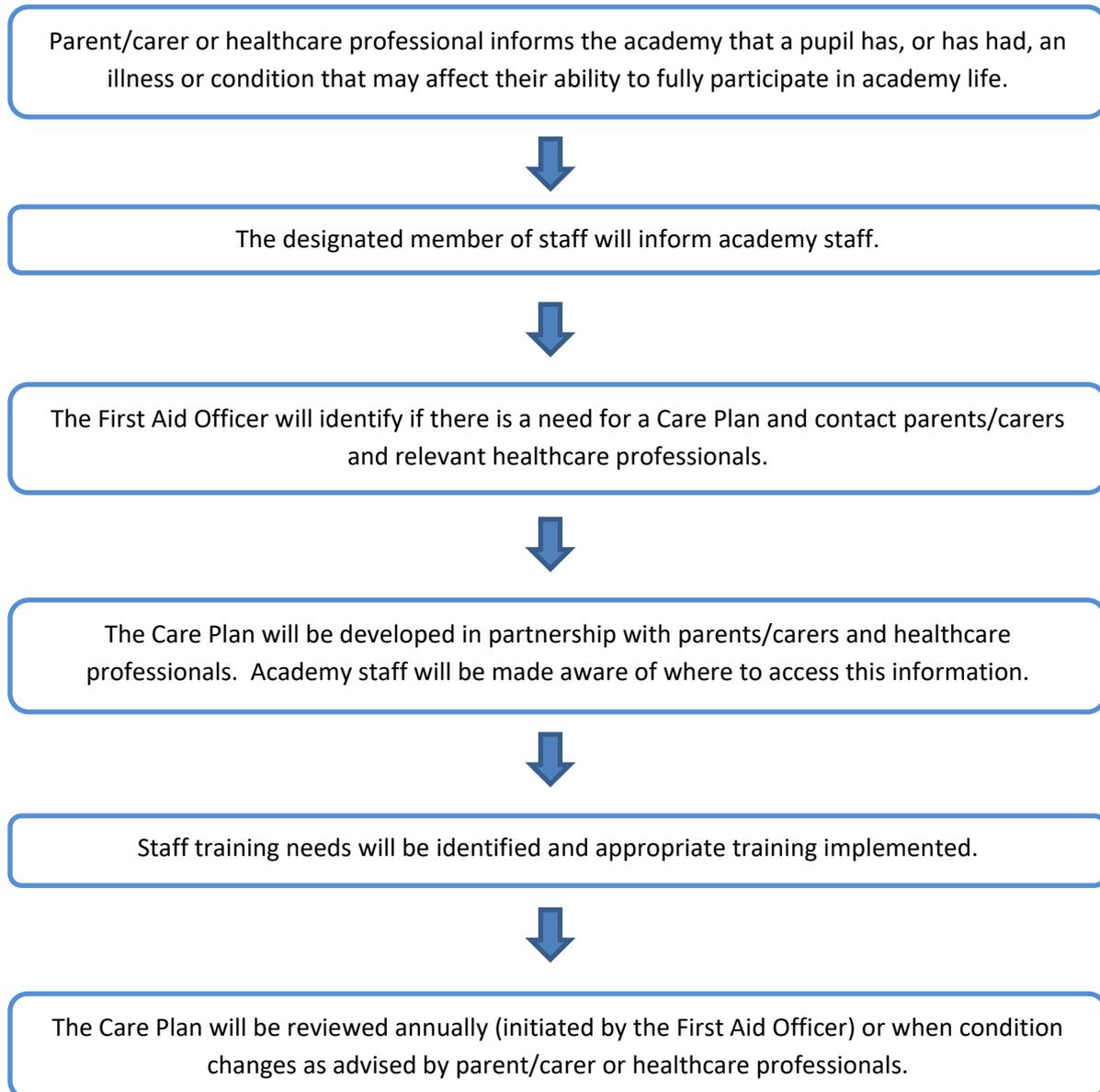
- This academy will not penalise pupils for their attendance if their absences relate to their medical condition, evidenced by a pupil's GP or other healthcare professional.
- This academy will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at this academy learn what to do in an emergency.
- This academy makes sure that a risk assessment is carried out before any out-of-academy visits. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional support required.

This academy is committed to identifying and reducing triggers.

- This academy is committed to identifying and reducing triggers both at the academy and on out-of-academy visits.
- Academy staff have information on medical conditions that include avoiding/reducing exposure to common triggers.
- The CP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole academy day and on out-of-academy activities.
- This academy reviews all medical emergencies and incidents, and changes academy policy according to these reviews.

The medical conditions policy is regularly reviewed, evaluated and updated.

Appendix 1 Model process for developing individual Care Plans



Appendix 2 Care Plan**CARE PLAN**

Student's name:

Registration Group:

Date of Birth:

Student's address:

Medical diagnosis or condition:

Family Contact Information

⁽¹⁾Name:

Phone no (mobile):

(work):

(home):

⁽²⁾Name:

Phone no (mobile):

(work):

(home):

Clinic Hospital Contact

Name:

Phone no:

GP

Name:

Phone no:

Description of student's medical needs/symptoms:

Details of medication that student takes at home (name of drug, strength, dose):

What constitutes an emergency for the student and what action should be taken?

Parental Agreement

To allow the academy to oversee the administration of medication **during the school day** the following section must be completed.

Student's name:

Registration group:

⁽¹⁾Name and strength of medicine:

Expiry date:

Dosage:

Number of tablets/quantity given to the academy:

Any other instructions:

⁽²⁾Name and strength of medicine:

Expiry date:

Dosage:

Number of tablets/quantity given to the academy:

Any other instructions:

Note: All medicines must be in the original packaging as dispensed by the pharmacy and include the information sheet.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for Wixams Academy staff to oversee the administration of medicine in accordance with my written instructions. 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.

Parent/Carer's signature:

Print name:

Date:

Health and Safety: Medication to Students

It is important for us to advise you that we are not able to accept the responsibility of administering medication to students. Qualified first aid staff will supervise pupils, and staff will administer EpiPens in an emergency.

If your child requires regular medication, where possible, please administer it at home. If short-term medication is required during the school day, ie antibiotics, it must be handed in at the Office together with written details of the dose, frequency and any other information. All medication, including painkillers, is covered by this requirement. If your child suffers from asthma and uses an inhaler, they should carry this with them. If possible, a second pump should be provided to school as a back up. It is important that any student prescribed an EpiPen keeps this on them and an in-date reserve provided to the academy.

To minimise disruption to learning, students should attend the Office at either break or lunchtime; they should not come out of lessons to take medication.

Appendix 3 Roles and Responsibilities

Wixams Academy Advisory Body must ensure that a policy for supporting pupils with medical conditions in school is developed and implemented.

The Principal should ensure that the academy's Supporting Pupils with Medical Conditions Policy is developed and effectively implemented, and that all staff are aware of the policy and understand their role in its implementation. The Principal should ensure that pupils with medical conditions are supported to enable their fullest participation as possible in all aspects of academy life. The Principal will also ensure that sufficiently trained members of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. In the case of any child who has a medical condition requiring support but who has not been brought to the attention of the school nurse, the Principal will direct appropriate academy staff to contact the school nursing service.

Academy staff may be asked to provide support to pupils with medical conditions. Academy staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility. This training will be repeated in line with any guidance to ensure all training is up to date. Any member of the academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. All supply/visiting teachers will be made aware of appropriate members of staff of the relevant medical needs of any children in their care.

School nurse – every school/academy has access to school nursing services. They are responsible for notifying the school/academy when a child has been identified as having a medical condition that will require support in school. Wherever possible, they will do this before the child starts at the school/academy. They would not usually have an extensive role in ensuring that schools/academies are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will also be a valuable potential resource for a school/academy seeking advice and support in relation to children with a medical condition.

Other healthcare professionals including GPs, paediatricians, nurse specialists, should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in the academy should contact the named school nurse to ensure a co-ordinated approach.

Pupils with medical conditions will often be able to provide information about how their condition affects them. If appropriate, they should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual Care Plan.

Parents/carers should provide the academy with sufficient and up-to-date information about their child's medical needs. They may be the first to notify the academy that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, eg. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 4 Medical Administration Form

Name of School/setting

Wixams Academy

Name of child

Date of birth

Class

Medical condition or illness

MEDICINE

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other
instructions

Medication to be kept in school Y/N

Medication to be taken home each evening Y/N

Any possible side effects that we need to
be made aware of.

Procedures to take in an emergency

Administration end date.....

**NB: Medicines must be in the original
container as dispensed by the pharmacy**

Contact details:

Name (parent/carer)

Daytime telephone no.

Relationship to child

Address

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is no longer required.

Parent signature.....Print.....date.....