



The Abbey School
A Business and Enterprise Academy

Supporting Pupils with Medical Conditions Policy

Reviewed by: L Temple

Reviewed on: April 2016

Review date: Sept 2017

Contents:	Page:
Definition	3
School Ethos	3
Our Aims	3
Unacceptable Practice	4
Entitlement	4
Expectations	4
Information	5
In an Emergency	5
Administration of Medicines	5
Epi-pen	6
Complaints	6
School First Aiders	6
Named People for Administering Medicines	6
Conditions such as Asthma, Diabetes, Epilepsy and Long Term Medical conditions	6
Students with Mental Health Needs	7
East Kent Health Needs Education Service	7
Information for Governors	7
Annex A - Ofsted Checklist for Pupils with Medical Conditions (<i>adopted from School Business Manager – September 2014</i>)	8

Supporting Pupils with Medical Conditions

Definition

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

- a) **Short-term**, affecting their participation in school activities which they may be on a course of medication for.
- 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.

The Abbey School 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 / carer, 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 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 where necessary, 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 / carers to administer prescribed medicine which must be taken within the school day, where this interrupts the parent / carers working day.
- Require parents / carers to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

The Abbey School 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.
- Work to clear guidelines.
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents / carers will inform school of any medical condition which affects their child.
- Parents / carers will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents / carers will ensure that medicines to be given in school are in date and clearly labelled.
- Parents / carers will 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.
- The Abbey School 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 Abbey School 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, by The Medical Assistant under the advice of medical professional and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Information

- Children with serious medical conditions will have a brief description of condition, along with any other necessary information, displayed on the medical conditions notice board in the staffroom and the VLE.
- Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible staff on the VLE, and all adults dealing with the child will have their attention drawn to this information by the Medical Assistant.
- All other medical conditions will be noted from children's SIMs records and this information will be available to teachers electronically.

In an Emergency

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' / carers' names and any known medical conditions.
- Contact and notify the parent / carer.

Parents / carers must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital, if the paramedic allows this.

Administration of Medicines

- Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents / carers must submit a written permission slip before any medicine is administered.
- Medicines to be given during the school day must be in their original container.
- 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, e.g. the Medical Assistant and allocated staff in the Autism Centre. 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 / carers will be informed about the dose being missed.
- All doses administered will be recorded in the Administration of Medicines book (located in the school medical office).
- All medicines will be stored safely.
- Some medicines (inhalers, etc.) will be carried by the student.
- All medicines must be clearly labelled.

- Controlled drugs or prescribed medicines will be kept in the locked cabinet in the medical office or the same in the Autism Centre. Access to these medicines is restricted to the named persons.
- Epi-pens are carried by the student.
- Children self-administering asthma inhalers do not need to be recorded.
- 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. An Ambulance must be called for a child who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents / carers should be contacted after this call has been made.

Complaints

Should parents / carers be unhappy with any aspect of their child's care at The Abbey School, they must discuss their concerns with the school. This will be with the student's Form Tutor 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 the attention of the Assistant Headteacher Inclusion Director / SENCO, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Abbey School Complaints Procedure.

School First Aiders

The current list and contact details of the school's First Aiders is maintained by the Main School Office. At the time of drafting this policy, the members of staff who are qualified First Aiders include:

Mrs A White – Lead First Aider
 Mrs A Baker
 Mrs C Blythe
 Mr D Johnson
 Mrs Z Longhurst
 Mr A Moore
 Miss D Muckian
 Mrs S Murphy
 Mr J Nuttall
 Mr D Robins
 Mrs R Skelcher
 Mr D Warren

Named People for Administering Medicines

Mrs A White – Lead First Aider.

All Teaching Assistants in the Autism Centre are trained to dispense medication.

Conditions such as Asthma, Diabetes, Epilepsy and Long Term Medical conditions

Information is collated by the Medical assistant from Sims and is displayed in the staff room. The medical assistant notes procedures agreed with parents / carers and where necessary arranges an agreed care plan with parents, student and NHS. Staff are aware of student's medical

conditions and needs through the class register and the medical conditions notice board in the staff room and the VLE. Student progress and attendance is monitored by teachers, Head of Subject, Form Tutor, Head of Year, Key Stage Managers and the Attendance and Student Support Manager. Where progress falls below expected levels, additional support is provided through teacher differentiation of learning, small group work and individual support through additional subject intervention staff.

Students with Mental Health needs

- Students are on the AEN register.
- CAMHS liaise with school regarding medication and treatment.
- School supports through school counsellor, pastoral care and where necessary the Early Help Team Around the Family with partner agencies (CAF) through the Director of Inclusion.
- Student progress and attendance is monitored by teachers, Head of Subject, form tutor, Head of Year and the Attendance and Student Support Manager.
- Where progress falls below expected levels, additional support is provided through teacher differentiation of learning, small group work and individual support through additional subject intervention staff.

East Kent Health Needs Education Service

Monitoring and progress of students attending the hospital school. The school works closely with the EKHNES for students who attend the hospital school provision, through regular meeting with the Headteacher of the hospital school, Director of Inclusion and parents and students. Tutors have direct contact with teachers to plan learning and progress.

Information for Governors

Anonymous data regarding students with medical conditions is reported to governors annually in the summer report.

Annex A - Ofsted checklist for pupils with Medical Conditions

The Abbey School

Reviewed and completed by:

L Temple, Director of Inclusion
 A White, Lead First Aider
 M Farmer, KS4 Pastoral
 M Woodfine, KS5 Pastoral

Next Review date:

Sept 2017

Our named person responsible for policy implementation is:

L Temple, Director of Inclusion

Number of pupils with asthma	64	Action point for admin; New 6 th formers will need their medical form submitted, in the same way as new year 7.
Number of pupils with diabetes	4	As above
Number of pupils with epilepsy	6	As above
Number of pupils with mental health needs	13	As above
Number of pupils with other long-term medical conditions	224	224 excluding those above, where parents have reported information in the medical section of the admission application or have reported to school. AW to compile more effect spreadsheet and update VLE
Total number	311	

	Comments	Action
<p>1. How do we amend teaching, the curriculum and resources to meet the needs of:</p> <ul style="list-style-type: none"> • pupils with asthma • pupils with diabetes • pupils with epilepsy • pupils with other long-term medical conditions? 	<p>See extract from Supporting Pupils with Medical Conditions Policy</p> <p>“Conditions such as asthma, diabetes, epilepsy and long term medical conditions</p> <p><i>Information is collated by the Medical assistant from Sims and is displayed in the staff room.</i></p> <p><i>The medical assistant notes procedures agreed with parents and where necessary arranges an agreed care plan with parents, student and NHS.</i></p> <p><i>Staff are aware of student’s medical conditions and needs through the class register and the medical conditions notice board in the staff room and the VLE.</i></p> <p><i>Student progress and attendance in monitored by teachers, Head of Subject, Form Tutor, Head of Year, Key Stage Managers and the Attendance and Student Support Manager.</i></p> <p><i>Where progress falls below expected levels, additional support is provided through teacher differentiation of learning, small group work and individual support through additional subject intervention staff.</i></p> <p>Students with mental health needs</p> <ul style="list-style-type: none"> • <i>Students are on the AEN register.</i> • <i>CAMHS liaise with school regarding medication and treatment.</i> • <i>School supports through school counsellor, pastoral care and where necessary the Early Help Team Around the Family with partner agencies (CAF) through the Director of Inclusion.</i> • <i>Student progress and attendance is monitored by teachers, Head of Subject, form tutor, Head of Year, key stages managers and the Attendance and Student Support Manger.</i> • <i>Where progress falls below expected levels, additional support is provided through teacher differentiation of learning, small group work and individual support through additional subject intervention staff.</i> <p>East Kent Health Needs Education Service</p> <p><i>Monitoring and progress of students attending the hospital school. The school works closely with the EKHNES for students who attend the hospital school provision, through regular meeting with the Headteacher of the hospital school, Director of Inclusion and parents and students. Tutors have direct contact with teachers to plan learning and progress.”</i></p>	<p>As an additional check separate lists are maintained by AW and progress is reviewed through academic data monitoring by KS teams and disseminated within year groups to relevant staff, so that intervention is targeted to those identified as having made less progress.</p>
<p>2. Do we monitor the progress of these pupils as a group?</p> <ul style="list-style-type: none"> • How do we do this? 	<p>Yes as above</p>	<p>As above</p>

<ul style="list-style-type: none"> • What do we do with the results? 		
<p>3. Do we monitor the attendance of these pupils as a group?</p> <ul style="list-style-type: none"> • How do we do this? • What do we do with the results? 	As above	As above
<p>4. How do we make staff aware of this group of pupils' needs?</p> <ul style="list-style-type: none"> • Staff working closely with the pupil • All staff in the school 	As above	AW to update information on the school system and remove out of date information from the VLE
<p>5. Are staff aware of the potential risks involved in a pupil's condition?</p> <ul style="list-style-type: none"> • Staff working closely with the pupil • All staff in the school 	As above	As above
<p>6. How do we alert staff about what they should do in an emergency?</p> <ul style="list-style-type: none"> • Staff working closely with the pupil • All staff in the school 	<ul style="list-style-type: none"> • Supporting Pupils with Medical Conditions Policy. • AW/admin enter relevant information on the school system. • Staff room medical notice board. • AW sends updates by email to all relevant staff. • Call ambulance if in any doubt 	As above
<p>7. How do we liaise with other schools and educational establishments at transition time?</p>	Year 6 transition visits by AHT/SENCO, the transition manager for year 7, KS3 Pastoral staff.	
<p>8. How do we liaise with parents?</p>	<ul style="list-style-type: none"> • Admission medical forms • Care plan meetings • School Induction Pack 	
<p>9. Which of our staff are currently trained to manage pupils' medical needs?</p>	AW List of First Aiders in main office. Fist Aid courses CPD	AW to alert if numbers or type of training insufficient.

<ul style="list-style-type: none"> • Is this number sufficient for pupils' needs? • How is this group of staff trained? • Is this training sufficient? 		
<p>10. Are any of our pupils currently receiving education whilst in hospital or through a hospital school?</p> <ul style="list-style-type: none"> • How do we liaise with hospital provision? 	<p>Yes</p> <p>East Kent Health Needs Education Service Monitoring and progress of students attending the hospital school. The school works closely with the EKHNES for students who attend the hospital school provision, through regular meeting with the Headteacher of the hospital school, Director of Inclusion and parents and students. Tutors have direct contact with teachers to plan learning and progress.</p>	
<p>11. Are any of our pupils unable to attend school because of medical needs?</p> <ul style="list-style-type: none"> • How do we track and monitor their progress? 	<p>Yes as above</p>	
<p>12. Are our parents satisfied with the provision we make for pupils with long-term medical conditions?</p> <ul style="list-style-type: none"> • How do we know this? 	<p>Yes</p> <p>Parents / carers are fully informed of possible pathways and attend planning meetings</p>	
<p>13. How are our governors kept informed?</p>	<p>Information for Governors</p> <p>Anonymous data regarding students with medical conditions is reported to governors annually in the summer report.</p>	
<p>14. Do governors have the opportunity to question our practice?</p>	<p>This check list and Supporting Pupils with Medical Conditions Policy is provided to Governors and is an agenda item.</p>	