



**Montem Academy**

**Supporting Pupils with  
Medical Conditions Policy  
2017-2019**

<b>Signed by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
<b>Date of approval</b>	September 2017
<b>Date of review</b>	September 2019

## Notes on Document Control

This document is the property of Montem Academy and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Montem Academy Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

**Montem Academy**  
**Supporting Pupils at School with Medical Conditions Policy**

**Rationale:**

Local Authorities and 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 who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs 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 may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the DFE 'Supporting Pupils at School with Medical Conditions' April 2014.

**Aims:**

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- To have arrangements in place which support these pupils and are reviewed regularly.
- To maintain effective partnerships with health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are fully met.

**Key Principles:**

- Montem Academy has a responsibility to ensure that sufficient staff are suitably trained. The Welfare Assistant is: Umara Baig
-

- The Academy has 24 staff trained in first aid. Eight additional adults are also trained in how to administer insulin for identified children. These are: J. Hassan, C. Croft, U Baig, S Ebery, J Devine, A Desbois, E Probert and F Khan. In addition, the Academy has 4 adults who are trained to administer an Epi Pen. These are: U Baig, C Croft, R Farooq and J Hassan. (See appendix 1 for complete list of first aiders).
- The Principal maintains overall responsibility for policy implementation at Montem Academy.
- Montem Academy will make explicit in this policy what practice is unacceptable.
- We will uphold a commitment that all relevant staff will be made aware of the pupil's medical condition/needs.
- We will ensure that cover arrangements are made in case of staff absence or staff turnover to ensure that someone suitable is always available.
- We will undertake risk assessments for school visits, holidays and other school activities outside of the normal timetable.
- We will monitor, review and implement pupil's individual healthcare plans with the support of the school nursing service.

### **Roles and Responsibilities:**

#### School Staff:

The Principal, in consultation with the Trust Board and the Academy Council, staff, parents/carers, health professionals will decide how our academy can assist a child with medical needs. The staff are responsible for:

- Implementing the policy on a daily basis,
- Ensuring that the procedures are understood and implemented,
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs,
- Determining if medication is to be administered in school, and by whom, following consultation with staff. Ensuring that all members of staff are aware of the school's planned emergency procedures in the event of medical needs,
- Keeping medication in a secure place, out of the reach of pupils, and
- Keeping a record of all medication administered.

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it. All medicines should be brought in via the school office. Children should not bring any medicines in themselves. Inhalers, and epi-pens and all other medicine will be stored in the welfare/medical room where there is a fridge if the medicine is required to be refrigerated. In the absence of the Welfare Assistant or qualified first aider, the Principal is responsible for the administration of medicines.

Any member of staff giving medicine to a pupil should check on each occasion:

- Name of pupil.
- Written instructions provided by the parents/carers or doctor.
- Prescribed dose.
- Expiry date of the medication and of the request to administer it.

The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or to the pupil.

Staff must also complete and sign the form 'Record of Medication Given' (see appendix 3) each time they give medicine to a child.

If the circumstances require an intimate or invasive treatment then this will only take place at the discretion of the Principal and Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded.

School staff involved in the administration of medicines will receive training and advice from health professionals. Training for all staff will be offered on a range of medical needs, including any resultant learning needs as and when appropriate.

School staff will undertake a risk assessment to ensure the safety of all participants in educational visits and to enable, as far as possible, all pupils to have access to all activities and areas of school life. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers. The same will apply for residential visits and sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities, e.g. - swimming, the assistance of the parent/carer may be requested.

### Parents/Carers:

Parents/carers should keep their children at home if they are acutely unwell or infectious. At Montem Academy we expect parents/carers to administer medication to their children at home if at all possible. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. - crushing of tablets). A 'Request for the School to Give Medication' form must be completed (see appendix 2).

The medication must be in a secure and labelled container as originally dispensed. Montem Academy will not accept any medication that has not been prescribed. Items of medication in unlabelled containers or that have not been prescribed will be returned to the parent.

It is the parent's responsibility to renew the medication when supplies are running low and to ensure that medication supplied is within its expiry date.

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs,
- Provide any medication in a container clearly labelled with the following:
  - The child's name.
  - Name of medicine.
  - Dose and frequency of medication.
  - Any special storage arrangements.
- Collect and dispose of any medications held in school at the end of each term,
- Ensure that medicines have NOT passed the expiry date, and
- Dispose of any medicines that have expired,

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs.

The information must be updated as and when required and at least annually.

- Details of pupil's medical needs,
- Medication including any side effects,
- Allergies,
- Name of GP/consultants,
- Special requirements, e.g. - dietary needs, pre-activity precautions,
- What to do and who to contact in an emergency, and
- Cultural and religious views regarding medical care.

### Pupils:

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. 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 healthcare plan should they have one. Pupils who are competent to manage their own health needs and medicines will be supported in doing so by the school following discussion and agreement between parents/carers, healthcare professionals and school staff. This will be monitored and supervised by the school's named person who has overall responsibility for administration of medicines in school. If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents/carers will be informed so that alternative options can be considered.

### **Managing Medicines on School Premises:**

Medication should only be taken to school when absolutely essential (see appendix 4 – Quick Guide for Parents). Allowing pupils to have medicine in school will minimise the time they need to be off school, but medicines should only be brought in when it would be detrimental to a child's health if the medicine were not administered during the school day.

At Montem Academy, we ask that parents/carers request, where possible, that medication is prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines no child under 16 will be given medicines without their parent's written consent so any parent wishing their child to have medication administered must complete the form 'Request for the School to Give Medication' (see appendix 2).

Children with medical needs have the same rights of admission to school as other children, and cannot generally be excluded from school for medical reasons. Occasionally though a pupil's presence on the school site represents a serious risk to the health or safety of other pupils, or school staff, and the Principal may send the pupil home that day after consultation with the parents. This is not an exclusion and may only be done for medical reasons.

### **Disposal of Medicines:**

School staff should not dispose of medicines. Medicines which are in use and in date, should be collected by the parent at the end of each term. Parents are responsible for disposal of medicines which have expired. Expired medicines will be returned to the parent/guardian for them to dispose of.

### **Carrying and Storage of Medicines:**

For safety reasons, pupils are not allowed to carry medication themselves in school. Medicines must be handed into the school office on entry to the school premises where it will be handed over to the Welfare Assistant and logged onto the school's file. The

Medicines Act, 1968 places restrictions on dealing with medicinal products, including their administration. In the case of prescription only medicines, anyone administering such a medicinal product by injection must be an appropriate medical practitioner e.g. a doctor.

There are exceptions for the administration of certain prescription only by medicines in emergencies (in order to save a life). An example of this exception is the administration of insulin, an Epipen where a child is suffering from anaphylactic shock or the administration of Buccolam where a child has had a seizure for more than 5 minutes. Several staff across the school have been trained to administer insulin injections, Epipen and Buccolam and they receive annual updates.

### **Recording When Medicine is administered:**

Parents/carers will receive a Record of Medication Given form (see appendix 3). A copy of this will be kept by the school's named person. It is the responsibility of any staff member administering medication to complete this document and ensure that a copy is taken and stored correctly.

### **Unacceptable Practice:**

Although school staff should use their discretion and judge each case, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parent;
- Or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities including lunchtime;
- If the child becomes ill, send them to the Welfare Room/First Aid room unaccompanied or with someone unsuitable;
- Penalise children 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 school to administer medication or to provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. – by requiring the parent to accompany the child.

### **Complaints:**

Should parents/carers or pupils be dissatisfied with the support provided by Montem Academy, they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via our school's Complaints Procedure.



### Other Relevant Documents:

- Complaints Procedure
- Intimate Care Policy
- First Aid Policy
- Off Site Activities Policy
- Health and Safety Policy
- Critical Incident Policy

### APPENDIX 1:

#### FIRST AIDERS

**If you require first aid assistance for a child or an adult, in the first instance contact:**

**Umara Baig Ext 20/ Carol Croft Ext 33**

#### **For Adult & Child First Aid**

<b>Name</b>	<b>Locations</b>	<b>Telephone Extensions</b>
Amaelle Desbois	Year 2	16
Ray Croft	Key Stage 2	28
Darren Stewart	Key Stage 2	24
Sana Dhaliwal	Key Stage 2	14
Kevin Hendry	Key Stage 2	28
Carol Croft	Office	33

<b>Paediatric First Aiders</b>		
<b>Name</b>	<b>Locations</b>	<b>Telephone Extensions</b>
Umara Baig	Office	20
Viv Gibbons	Office	21
Rafina Farooq	Foundation Building	43
Farith Khan	Key Stage 1	42
Gurbax Tiwana	Key Stage 1	42
Nikki Khan	Key Stage 1	42
Katie MacVean	Key Stage 1	42
Anne Marie Quinn	Foundation Building	45
Nadeen Patrick	Foundation Building	44
Carmen Nel	Foundation Building	46
Dionne Ferris	Key Stage 2	42
Carol Hill	Year 3	30

<b>Trained to give insulin injections</b>		
<b>Name</b>	<b>Locations</b>	<b>Telephone Extensions</b>
Umara Baig	Office	20
Carol Croft	Office	33
Emily Probert	Year 5	14
Jane Hassan	PPA corridor	19
Jenn Devine	Key Stage 1	10
Amaelle Desboi	Key Stage 1	42
Susie Ebery	Key Stage 1	42
Farith Khan	Key Stage 1	42

<b>Trained to administer an Epi Pen/support a seizure</b>		
<b>Name</b>	<b>Locations</b>	<b>Telephone Extensions</b>
Umara Baig	Office	20
Carol Croft	Office	33
Jane Hassan	PPA Corridor	24
Rafina Farooq	Foundation Building	43

APPENDIX 2:

REQUEST FOR MONTEM ACADEMY TO GIVE MEDICATION

Dear First Aider

I request that.....Class.....  
(FULL name of child)

Be given the following medication:

.....  
(Name of Medicine(s)) (PRESCRIBED SPECIFICALLY TO CHILD ONLY)

Dosage:.....

At the following times during the day.....

For a period of ..... (SCHOOL DAYS)

The above medication has been prescribed by the family Doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered personally to the School Office and accept that this is a service which the school is not obliged to undertake.

Signed:.....  
Parent/Guardian

Dated:.....

NOTE: Medication will not be accepted by the school unless this letter is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Principal

The Trust Board and the Principal reserve the right to withdraw this service.

APPENDIX 3:

RECORD OF MEDICATION GIVEN

Date.....

Dear Parent/Carer

In accordance with your permission, we have given medication at school today.

Child's name.....

Class.....

He/She was given.....

Dose.....

At.....AM/PM

By (Name of Staff).....

Signed.....

## Quick Guide for Parents/Carers

### DOES YOUR CHILD NEED MEDICINE IN SCHOOL?

