



# **The Fermain Academy**

## **Supporting Children with Medical Needs Policy**

**Reviewed by: Rachel Ward**

**Approved By: Fermain Academy LSB**

**Date Reviewed and Approved: Summer 2023**

**Date for Policy Review: Summer 2024**

## **Policy for Supporting Students at School with Medical Needs**

Some children may enter school with established medical needs others may be diagnosed during their time in school. Some children may experience ill health at some point during their time in school and others may have an ongoing medical condition that potentially impairs their ability to access education in school.

At The Fermain Academy we aim to ensure that we are able to support students with medical conditions, in the terms of both physical and mental health effectively and to allow them access to all areas of school life and be able to reach their full potential.

### **Role of the Governing body**

- Ensure arrangements are in place to support children with medical conditions and that they have equality of access to all areas of school life.
- Ensure that the focus is on the need of each individual child and how their medical conditions impacts on school life.
- Ensure arrangements give parents and students confidence in the school's ability to provide effective support for medical conditions in school.
- Ensure arrangements show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensure staff are properly trained to provide the support that students need.
- Ensure children with medical conditions are not denied admission because of medical conditions.

### **Head teacher**

- Ensure a policy is developed and effectively implemented
- Ensure all staff are aware of the policy for supporting students with medical needs
- Ensure staff are informed of a child with medical needs
- Ensure sufficient trained numbers of staff are available to implement the policy
- Overall responsibility for development of Individual Health Care Plans
- Ensure staff are appropriately insured

Named Person: **Emma Sandbach** (Headteacher)

Contact: [head@thefermainacademy.org](mailto:head@thefermainacademy.org)

### **Responsibilities**

- Ensure staff are suitably trained
- Make sure relevant staff are aware of a child's medical condition
- Ensure cover arrangements are in place for staff absence
- Ensure supply teachers are made aware of a child's medical condition

- Ensure the completion of risk assessments for school visits, residentials, swimming etc.
- Monitor Individual Health Care Plans

### **School Staff**

- Implement the actions required in the Individual Health Care Plan
- Ensure they know how to respond accordingly when they become aware that a child with a medical condition needs help

### **Health Care Professionals**

- Notify schools when a child has been identified as having a medical condition
- Support staff in implementing Individual Health Care Plans
- Provide advice and liaison

### **Students**

- Should be fully involved in discussions about their medical support
- Contribute to the development of and comply with their Health Care Plan

### **Parents**

- Inform school that a child has been newly diagnosed
- Provide school with up to date information and ensure this is updated on a termly basis
- Be fully involved in the development of Health Care Plans
- Ensure equipment and medication needed are provided

### **Local Authorities**

- Promote co-operation between relevant partners
- Provide support and advice, guidance and training for schools
- Work with schools to support students with medical conditions to attend full time
- Provide alternative provision if mainstream is deemed unsuitable

### **Staff Training and Support**

- Any member of the school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff providing support for a child with medical conditions will have access to appropriate training e.g. epi-pen
- On notification of a child with a medical condition the SENCO/Head teacher will ensure that designated staff are appropriately trained to support the child

- The SENCO/ Head teacher will liaise with health professionals to source appropriate training
- Training for dispensation of medication will be given in compliance with the school's medicines section of this policy

### **Children's Role in Managing Their Own Medical Needs**

After discussion with parents, for children who are competent at managing their own health needs and medicines, alternative arrangements will be made to allow them to:

- Manage their own medication and procedures
- Ensure they have able to access their medication quickly and easily

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

Medicines should only be administered on school premises when it would be detrimental to a child's health or attendance not to do so.

- Medicines must not be given without written parental consent
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor
- Medication for pain relief should never be administered without checking maximum doses and when the previous dose was taken, (a phone call home if pain relief requested before midday)
- Medicines which are not prescribed, out of date, unlabelled, without administration instructions, or not in their original container will not be accepted into school
- All medicines to be stored safely
- Children should know where their medication is at all times and be able to access them immediately (medicines will be stored in the main office and will only be accessed with an adult present)
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away
- Keep controlled drugs securely in a non-portable container which can only be accessed by named staff
- Keep records of all medicines administered

### **Emergency Procedures**

IHCPs will clearly define what constitutes an emergency and what to do.

If a child needs to be taken to hospital;

- Staff to remain with child until parents arrive.

Day trips Residential visits and sporting activities;

- Ensure reasonable adjustments are made to allow children to participate according to their own abilities in all that school offers
- Consider adjustments needed for students with medical conditions to participate fully in school visits
- Consult with parents and other professionals to develop a risk assessment so that planning arrangements can be made

## **Attendance**

Some children with medical conditions may require part time attendance and where this is the case school will put procedures in place to ensure that no child falls behind in their education.

For some children with medical conditions there may be periods of long term absence. In order to support the child's educational, mental and emotional wellbeing arrangements will be made to support reintegration into school.

## **Procedure to follow on notification of a child with a medical condition**

- Parent or healthcare professional informs school that a child has been newly diagnosed, or is due to attend school, or is due to return to school after a long-term absence, or that needs have changed.
- Head teacher or Pastoral Lead co-ordinates meeting to discuss child's medical support needs; and identifies members of school staff who will provide support to students.
- A meeting takes place to discuss and agree the need for an IHCP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)
- An IHCP is developed in partnership. An agreement is made on who should lead on writing the plan. Input from healthcare professionals should be provided.
- School staff training needs are identified.
- Healthcare professional commissions/delivers training, as appropriate, and staff are signed off as competent. A review date is agreed.
- IHCP is implemented and circulated to all relevant staff.
- IHCP is reviewed annually or when condition changes. Parent or healthcare professional informs school of any changes which require new provision to be made.

## **Individual Health Care Plans**

- Developed in conjunction with SENCO, Head teacher, Pastoral Lead, class teacher, parents, student and medical professionals
- Description of the medical condition, signs, triggers, symptoms and treatments
- The student's resulting needs including medication and other treatments, time facilities, equipment, access to food and drink and where this is used to manage their condition, dietary requirements and environmental issues.
- Specific support for student's educational, social and emotional needs
- The level of support needed, including in emergencies
- Who will provide the support and their training needs
- List who needs to be made aware of a child's medical condition
- Written permission from parents and the head teacher for medication to be administered by staff or self-administered by the student.
- Arrangements for school trips or other activities outside of the normal school time table that will ensure the child can participate (i.e. risk assessments)
- A plan of what action needs to be taken in an emergency.

## **Day trip, residential visits and sporting activities**

All children with medical conditions should be supported to ensure they are able to participate in school trips, visits and sporting activities.

- Make reasonable adjustments to ensure participation at levels of their ability unless evidence from a clinician states that it is not possible.
- Consider which reasonable adjustments are needed to enable children with medical needs to participate safely and fully on visits.
- Carry out risk assessments to ensure planning arrangements take account of the steps needed to ensure the inclusion of children with medical needs
- Consult with parents and health care professionals to ensure that students can participate safely.

## **Unacceptable Practice**

When considering the acceptability of practice, school staff should use their discretion and reference to the child's Individual Health Care Plan.

It is not generally acceptable practice to;

- Prevent children from easily accessing their inhalers and medication and administering when and where necessary
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; 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 lunch, unless this is specified in their Individual Health Care Plan.
- If a child becomes ill, leave them unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments
- Prevent children from eating, drinking, taking toilet or other breaks whenever they need in order to manage their medical condition effectively.
- Require parents to attend school to administer medicine or provide medical support to their child, including toileting issues.
- Prevent children from participating, or create any barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## **Liability and Indemnity**

Governing body:

- Ensures appropriate levels of insurance are in place.
- Set out details of the school's insurance arrangements which cover staff providing support to students with medical conditions.
- Insurance policies should be available to such support.

Insurance policies:

- Should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

## **Complaints**

- If parents are dissatisfied with the support provided they should contact the school office who will forward their concern to an appropriate member of staff
- Formal complaints can be made using the school's complaints procedure

## **Appendix**

- Consent to administer medicines
- Individual Health Care Plan
- Record of administration of medicines
- Signing in Controlled Drugs – Medicine Register





## Parental Consent Form

### Administration of medication

The Fermain Academy will not give your child medicine unless you complete and sign this form, and The Fermain Academy has a policy supporting staff to safely administer medicine.

Date for review to be initiated by  
This should be annual or when medical  
needs change

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

The Fermain Academy

### Medicine

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

Expiry date

Dosage and method

Timing

Special precautions/other instructions

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

Self-administration – Y/N

Procedures to take in an emergency


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

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the  
medicine personally to the following  
members of staff

Office Manager or Deputy Head

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to The Fermain Academy staff administering medicine in accordance with The Fermain Academy policy. I will inform The Fermain Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that The Fermain Academy holds for my child.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Individual Health Care Plan

Name of School/Setting	The Fermain Academy
Child's Name	
Year Group/Form	
Date of Birth	
Child's Address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital contact	
Name	
Phone no.	

G. P	
Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devises, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the students educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

The information included in this document is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is changed or stopped. I agree that my child's medical information can be shared with school staff responsible for their care.

\_\_\_\_\_  
Signed by Parent / guardian

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Date

Copies to





