



# Medical Needs Policy

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<b>Policy Owner</b>	
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## **Introduction**

At The Peak Academy we ensure that pupils at school with medical conditions are properly supported so that they have full access to education. This includes school trips and physical education so that these pupils play a full and active role in school life, remain healthy and achieve their academic potential. The Governors support the school in achieving this and as a Governing Body ensure that appropriate staff consult health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are properly understood and effectively supported.

## **Special Considerations**

### **Parents of pupils**

Parents of pupils with medical conditions are often concerned that their pupil's health will deteriorate when they attend school. Pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that pupil's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that school will provide effective support for their pupil's medical condition and that pupils feel safe.

### **The effect of absence**

Reintegration back into school should be properly supported so that pupils with medical conditions fully engage with learning and do not fall behind after they have been unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and general wellbeing.

### **Advice and views**

In making decisions about the support they provide, the school should establish relationships with relevant local health services to help them. It is crucial that school receives and fully considers advice from healthcare professionals and listens to and value the views of parents and pupils.

### **Social and emotional implications**

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Pupils may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect pupils' educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health.

### **Pupils with SEND**

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For pupils with SEN, this policy should be read and followed in conjunction with the Special educational needs and disability (SEND) code of practice which explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Pupils and Families Act 2014. For pupils who have medical conditions that require EHCPs, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those pupils.

## **Procedure to be followed when notification is received that a pupil has a medical condition**

All pupils on entry to The Peak Academy school are given a medical form to complete (Appendix 1). This is then stored onto the pupil's file with any medical information added. Where pupils have a medical need that requires particular support or actions from the school than a meeting between the parents and the XXX will be held. At this meeting, the school will ask to see copies of any medical reports or information from

other professions to help support with ensuring there is a plan in place to support the pupil. This will be agreed between school and parents and all staff who need to know informed.

### **Ongoing needs**

If medical conditions change or are identified during the school year, it is the parent's responsibility to ensure that a medical form is completed.

When a parent requests administration of medication, the form in appendix 2 must be completed. Medication (other than epipens and asthma inhalers) are stored in student services rooms and generally dispensed by a member of SLT or the student services team.

When a pupil takes medication, the dose and time must be recorded, in the medication file located in student services.

### **Managing medicines on school premises**

Pupils are not allowed to carry any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. Medicines should only be administered at school when it is deemed necessary for their physical, mental or emotional wellbeing. Prescription medicines must be in date, labelled, in the original container including prescriber's instructions re administration, dosage and storage.

Staff should not force a pupil to take their medicine or carry out a necessary procedure if the pupil refuses. Instead, they should follow the procedure agreed inform the pupil's parents.

### **Non-prescription**

Unless there is written confirmation from a GP that this has been agreed, non-prescription drugs will not be administered on a regular basis.

### **Epipens**

Epipens are stored in clear plastic boxes with the picture of the pupil on the outside and the care plan enclosed. Pupils are required to have 2 epipens in school, one in class and one in the Inclusion area. Parents/carers have the responsibility of checking whether the medication is in date.

A register of pupils who have been prescribed an epipen is kept in student services.

### **Asthma pumps**

Pupils with asthma should have easy access to their inhaler, which must be clearly marked with their name. Inhalers for pupils should be kept in a clearly marked box in the classroom. Medicine should not be locked away.

The only inhaler a pupil should have at school is their blue inhaler, which is the relief inhaler. Other inhalers are preventative and should be taken in the morning and the afternoon at home.

### **Ritalin and related drugs**

Ritalin is a controlled drug. It needs to be kept in a more secure environment than suggested above. These are kept locked away in pupil services. The person taking it out of the safe will need to do so with an observer who will check the number of tablets going out and back in again and ensure that the pupil takes the tablet.

## **Refusal of Medicine**

If a pupil refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible

## **Roles and responsibilities**

### **The Role of the Governing Body**

The Governing Body must make sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### **Emergency procedures are covered under the First Aid Policy.**

### **Record keeping**

The Governing Body is responsible for ensuring that written records are kept of all medicines administered to children.

Administering medicine forms will be available from the office on request, the completed form will be kept in the office.

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

When arranging a school trip, staff carry out a risk assessment that includes children with medical needs.

A copy of the plan is taken on the trip alongside the medication. Staff supervising should always be aware of any medical needs and relevant emergency procedures. A named member of staff will take responsibility for the medication and this will be included on the trip risk assessment.

### **Staff training and support**

All Staff are aware of the most common serious medical conditions at this school and they understand their duty of care to pupils in the event of an emergency. In an emergency school all staff are required to act responsibly.

Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so. Staff who work with groups of pupils at this school receive training and know what to do for the pupils in their care with medical conditions.

Training is refreshed for all staff at least once a year.

Action for staff to take in an emergency, for the common serious conditions at this school, is displayed in prominent locations for all staff

## **Complaints**

Should any parent or carer be unhappy with any aspect of their pupil's care at The Peak Academy School, they must discuss their concerns with the school. This will be with the pupil's tutor in the first instance. If this does not resolve the problem then it should be taken to a member of the senior leadership team. In the unlikely event of this not resolving the issue, the parent/carer can make a formal complaint using the school complaints procedure.

This policy will be monitored yearly and updated when necessary ensuring new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents on the school website. We will ask parents for annual updates regarding medical information.

**Appendix 1**

The Peak Academy School

**Important Medical Information**

**Pupil's name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

	<b>Yes</b>	<b>No</b>
Does your pupil use a prescribed inhaler for asthma?		
Will the inhaler be in school?		
Does your pupil have diabetes?		
Will there be any medication in school to treat this condition?		
Does your pupil have epilepsy?		
Will there be any medication in school to treat this condition?		
Does your pupil have eczema?		
Will there be any medication in school to treat the eczema?		
Does your pupil have any allergies?		
Do they have an allergy Care Plan - If so, please provide a copy to school.		
Will there be any medication in school to treat the allergies?		

Please give **FULL** details below if you have answered **YES** to any of the above questions.  
**STATING CLEARLY ANY PRESCRIBED MEDICATION.**

Please give details below of any food **intolerances** or **dietary** requirements your pupil needs.

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	Yes	No	If yes please give details of medication used to treat the condition.
Hay fever			
Hearing impairment			
Visual impairment			
Other			

In case of an emergency at school requiring urgent treatment, may this be given? Yes/No  
If your pupil has asthma do you give permission for the school to use an emergency inhaler if needed?  
**Yes/No**

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

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

The Peak Academy School

**Consent form for administering medicine**

I give permission for a member of staff at Kingsholm C of E Primary School to give my pupil the following prescribed medicine.

**Details**

Name of pupil	
Class	
Date of birth	
Medical condition or illness	

**Medicine**

Name/type of medicine (as described on container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	

Parent/Carer signature: \_\_\_\_\_

SLT signature: \_\_\_\_\_

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

**If dose changes we ask you to amend the above information with us.**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Medicine details:** \_\_\_\_\_



