



**The Park Federation Academy Trust
Lake Farm Park Academy**

Supporting Pupils with Medical Conditions

Approval

Approved by CEO and Federation Principal on behalf of the Board of Directors	Ms. H. Buttar
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Section 1: 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's *'Supporting Pupils at School with Medical Conditions'* (April 2014).

Section 2: 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.

Section 3: Key Principles

Lake Farm Park Academy (LFPA) has a responsibility to ensure that sufficient staff are suitably trained.

The Academy has staff trained in first aid.

The Principal maintains overall responsibility for policy implementation at LFPA.

LFPA 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.

Welfare Officer (Mrs Saini) will monitor, review and implement pupil's individual healthcare plans with the support of the school nursing service.

Section 4: Roles and Responsibilities

School Staff

The Principal, in consultation with the governing body, staff, parents/carers, health professionals will decide how our school 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 support 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/class room (where there is a fridge if the medicine is required to be refrigerated.) In the absence of the Welfare Officer, a qualified first aider will be responsible for the administration of medicines. Staff must also complete and sign the form 'Record of Medication Given' (see Appendix 1) each time they give medicine to a child.

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.

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 LFPA 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 1).

The medication must be in a secure and labelled container as originally dispensed. LPFA 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.
- If asthmatic inhalers to be provided in line with current government guidance.
- 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.
- Provide written medical evidence of any weaning off plan for asthma patients.

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.

Section 5: Managing Medicines on School Premises

Medication should only be taken to school when absolutely essential. 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 LFPA, 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.

Medication that needs to be given 4 times a day will be accepted. School will administer one dose.

Consent must be taken from the parent to administer all medication in school (shown in Appendix 1)

Medicines must be handed into the school office / welfare on entry to the school premises. Welfare to manage and log medication

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 1).

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. 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 an Epi-pen where a child is suffering from anaphylactic shock. The majority of staff across the school have been trained to administer an Epi-pen and they receive annual updates.

Storage of medication

The Welfare Officer (Mrs Saini) will ensure all children's medication is available from their classes.

All medication to be kept in the medical box and travel with the child around the school.

Medical boxes should be visible to all staff with easy access in each classroom. These should be carried by staff when moving around the school who should know at ALL times where the medical box is for their class.

Asthma in School

Lake Farm Park Academy recognises that Asthma is widespread, serious but controllable condition and the school welcomes all children with Asthma.

We ensure that children with Asthma can and do fully participate in all aspects of school life, including art lessons, PE, science, visits, outing or field trips and other after school activities.

This is achieved through:

- Ensuring that children have access to their inhalers as and when required.
- Keeping a record of all children with asthma and the medicines they take.
- Creating a whole school environment, including the physical, social, sporting and educational environment, that is favourable to children with asthma.
- Helping all children to understand asthma as a medical condition.
- Making sure that all staff (including supply teachers and support staff) who come into contact with children with asthma know what to do in the event of an asthma attack. Asthma poster displayed in each class which is supported by the asthma friendly status.

Emergency Inhalers in school

Emergency inhalers are used in school and it is the responsibility of parents to **opt out** of this via a written letter. All teaching staff and class based staff receive asthma training annually.

- Emergency inhaler kits will only be used on children diagnosed with asthma.
- Parent's consent obtained
- Welfare officer will monitor expiry dates of Salbutamol and replace when needed.
- If the emergency packs spacer is used the parent/guardian will be informed and they will pay for the replacement spacer. Spacer will be sent home.

- Spacers cannot be reused due to cross infection.
- Salbutamol inhaler can be reused on different children.
- Welfare Officer to monitor if there are enough puffs in the Salbutamol inhaler.
- Inhaler kits should not be locked away.

There are 3 emergency inhaler kits in LFPA and the contents of emergency inhaler kit are:

- Register of children diagnosed with asthma and parent's consent given.
- Salbutamol blue inhaler (100mg) x 2
- 2 spacers
- Manufactures information on storage and use of equipment
- Welfare slip.

Location of emergency inhaler kits:

Location 1. Welfare room

Location 2 Welfare room

Location 3 Welfare room

Aaphylaxis – allergies

At LFPA we endeavour to provide a nut free environment but this can not be guaranteed.

LFPA cannot guarantee an allergen free environment at all times. The school adopts a culture of allergy awareness and education, all staff have a duty of care to all pupils at LFPA.

The following procedures are in place to minimise the risk of an allergic reaction occurring, which are:

- Medication in class with allergy plans.
- Allergy poster in class highlighting the action to be taken by staff and also so available in the training manual.
- Second backup of Medication in the Welfare room where possible.
- Staff to be informed by the Welfare Officer (Mrs Saini) of allergies in school.
- No nuts or nut products in school including birthday /celebration treats, packed lunches or snacks during school hours. This is communicated to parents via the newsletters and School App.
- No Sharing of food during break time (KS2) or at lunchtime.

Birthdays / celebrations (Supported by the Healthy Eating policy)

- No Toys cakes or sweets are allowed.
- Pencils, rulers, books, sharpener and Eraser are allowed.
- Birthday children or staff members will give out gifts when each pupil is dismissed.

Procedure for staff when a child brings in nuts or nut products in school.

- Staff members ask pupil/s in a polite way and not blame the child at any point. E.g. “what are you eating today in your sandwich”, “That sandwich looks tasty, what’s in it?” A wrong example would be “Are you eating a nut sandwich?” Remember we role models and children will learn from our behaviour.
- If an allergy child is sitting next to someone eating nuts or nut products please move the allergy child for safety reasons. All staff to act in a calm manner with the allergy child. MONITOR child and if unsure talk to the Welfare Officer.
- Welfare Officer (Mrs Saini), Miss Ellewood (Office team) to call the parent for more information.
- Creating awareness to parents that LFPA supports a nut free environment due to allergies.
- Chocolate spread or Nutella? Ask the parent as the child may not know.
- All staff to inform the Welfare Officer (Mrs Saini) to log child’s details to monitor a pattern.

If a child has had medication due to an allergy the child will be sent home for safety reasons. Parent must monitor the child and make a judgement for the following day.

Recording of Medicine

The Welfare Officer needs to be informed when medication is given to a child in school.

- CPOM selecting medical category only
- Information that needs to be logged on CPOMS is child’s full name, dosage of medication, time given.
- Accident slips to be only be filled in by Welfare officer, Office Team, First aiders and Pupil and Family Liaison worker.
- Office team will inform Welfare officer of all accidents and log on shared Google Doc.
- Welfare officer to fill in the Asthma monthly form and email to asthma clinic.

It is the responsibility of The Welfare/Office staff to complete Appendix 1 of this document and ensure that a copy is taken to Welfare so it can be 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;
- 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.

Section 6: Complaints

Should parents/carers or pupils be dissatisfied with the support provided by LFPA, 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.

Appendix 1: Medication Request Form

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

The school is unable to give medication to your child without prior consent. Please complete and sign this form which will enable the school to administer medication.

We can only give medicines that have been prescribed by your doctor, in its original container and clearly labelled indicating contents, dosage and child's full name.

Child's Name Class

Condition or illness.....

Name / type of medication

Dosage.....

Time(s) to be administered

For how long is the medication to be continued?
(Please collect the medication from the school when it is no longer to be given)

Please give any other information that the school needs to know (for example, possible side effects)

I understand that I must deliver the medicine personally to Welfare at the school and accept that this is a service which the school is not obliged to undertake.

Signed Date

Relationship to child

Office use only :

Day & date	Mon	Tues	Wed	Thur	Fri	Mon	Tue	Wed	Thur	Fri
Time given:										
Initials:										

