

Lift Schools documents

Supporting Pupils with Medical Conditions Local Arrangements

Domain of application	Broadlands Academy
Review cycle	One year
Approved by	Karl Sampson, Regional Education Director
Date of last review	September 2024
Date of next review	September 2025

Broadlands Academy - Supporting Pupils with Medical Conditions Local Arrangements

This document supplements the trust wide [Supporting Pupils with Medical Conditions Policy](#).

Role	Name	Contact details
Principal	Laura Stone	lstone@broadlandsacademy.org
Senior leader responsible for implementation of the trust wide policy and ensuring local arrangements are clear	Sally Allen	sallen@broadlandsacademy.org
SENDCo	Sally Allen	sallen@broadlandsacademy.org
School nurse or other healthcare professional support provisions	Ellen Hunt	Ellen.Hunt@hrcgroup.com
Person with delegated responsibility for individual healthcare plans (IHPs)	Sally Allen	sallen@broadlandsacademy.org

Local arrangements

Aims :

This policy aims to support any child who has medical needs or requires on-going medication during the school day or whenever the child is in our care. 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.

Definition:

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

- a) Short-term-affecting their participation in school activities when they are on a course of medication.
- b) 8support (deemed special medical needs)

Roles and responsibilities

Our school is an inclusive community that welcomes and supports pupils with medical conditions. The governing body ensures that arrangements are in place to support pupils at this school with medical conditions. It provides children with medical conditions the same opportunities and access to activities (both in school and out of school) as other pupils.

This medical conditions policy is supported by a clear communications plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Broadlands makes sure all staff understand their duty of care to children and young people and are confident in knowing what to do in the event of an emergency.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The school understands the

importance of medication and care being taken as directed by health care professionals and parents.

Staff receive training on the impact medical conditions can have on pupils and understand the common medical conditions that affect pupils at this school.

Relevant staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. Supply staff are informed of pupils in their class who have medical needs.

The named member of staff responsible for this medical conditions policy and its implementation is : Mrs Sally Allen (SENDCo)

The Designated Lead

The Designated Lead will:

- Develop, monitor and review the Individual Healthcare Plans, working together with healthcare professionals, parents and other agencies.
- Inform relevant staff of the medical condition and provide the relevant documentation.
- Ensure training is available if required to assist with management of the pupils condition.
- Contact the school nursing service if appropriate or necessary to do so.
- Ensure that communication of key information is shared to supply staff when required and appropriate to do so.

Staff

All staff understand their duty of care to children and young people and appreciate the medical conditions of pupils at this school may be serious and adversely affect the child's quality of life and impact on their ability to learn. They understand that the day to day management of a medical condition of a pupil they work with is not the sole responsibility of just one person. Any member of staff may be asked to provide support to pupils with medical conditions and know who to call for help and what to do in an emergency. 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 school staff leading activities taking place off the school site. This could extend to a need to administer medicine.

Parents

Parents will:

- Provide school with the up-to-date information about their child's medical needs
- Work with the designated lead in school to produce the IHP
- Provide the necessary medications/ equipment to ensure IHP implementation
- Attend reviews of IHP

Pupils

Pupils will be encouraged to manage their own health care needs; this is after discussion with the pupil, parent/carer and health professional if relevant. They are best placed to provide the information about how their condition affects them.

Health care Professionals

The School nursing team and other Healthcare professionals will liaise with the school when a child has been identified as having a medical condition that will require support in school. Additional support will be sought from GP's and paediatricians should changes need to be made to IHCP's.

Day trips, residential visits and sporting activities.

Broadlands is committed to providing a physical environment accessible to pupils and reasonable adjustments will be made for pupils with medical conditions. This school makes sure the needs of pupil's are adequately considered to ensure their involvement in structured and unstructured activities and residential visits. Risk assessments are carried out before any out of school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Developing Individual Healthcare plans (IHP)

Once notified that a pupil has a medical condition which requires management within school, an Individual Healthcare plan will be developed. This is drawn up following the guidance within the DfE *Supporting pupils with medical conditions* document. (Example Template -Appendix A)

The school endeavours to have a plan in place within the first few weeks of attendance or as soon as all healthcare professionals involved have been consulted. School designated lead coordinates a meeting to include parents, pupils and relevant healthcare professionals to discuss the pupils medical support needs. An IHP can result from this meeting. Review dates will be written into the plan and agreed by all. Parent to sign and receive a copy of the plan.

The content of the IHP depends on the complexity of the child's condition and how much support is needed.

A plan outlines the following:

- the medical condition, triggers, signs, symptoms and treatments
- Pupils needs and any required medications
- Daily care requirements
- Emergency procedures.

All pupils with IHP are named on a register within school that all staff have access to. Copies of the Individual Healthcare Plan are displayed in the Staff room so all staff are fully aware of the individual's needs. Staff with close, regular contact, i.e. the Teacher and those working alongside the class teacher to have a copy of the plan.

Managing medicines

Broadlands has clear guidance on providing care and support on administering medication at school and understands the importance of medication being taken as prescribed and care received as detailed in the pupils IHP. If a parent/carer wishes the school to administer medication they must sign a consent form, medication will not be given without consent. Medicines should only be brought into school when essential: that is, where it would be detrimental to a pupil's health if the medicine were not administered during the school day.

Only prescribed medication from a doctor, dentist, nurse prescriber or pharmacist will be administered.

The medicines will only be accepted that are:

- In date
- Labelled
- Provided in the original container, as dispensed by the pharmacist and include instructions for administration, dosage and storage.

The school will ensure there are several members of staff who have been trained to administer medication and meet the care of an individual child. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Broadlands has made sure there is appropriate level of insurance and liability cover in place.

If at all possible, pupils are encouraged to manage their own health needs; this is after discussion with the pupil, parent/carer and health professional if relevant. All medication will be stored securely and pupils will know how and where to access their medication. Medication, such as asthma inhalers and adrenaline pens will always be readily available to the pupils and are never locked away. In the classroom, the asthma pumps are stored within easy access centrally to ensure easy access and the adrenaline pens are carried with the children who may require them in an emergency. For younger pupils, the pens are handed to lunchtime supervisory staff to ensure they are always within reach.

Detailed records will be kept of all administered medications, including the dose, time, date and supervising staff. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

This school strives to ensure all staff providing support to a pupil have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse or other suitably qualified healthcare professional and/or the parent/carer. The school will keep an up to date record of all training undertaken and by whom.

Medicines are returned to parents to arrange safe disposal when no longer required.

Food allergies

Broadlands strives to ensure the individual needs of all pupils are met at all times and this includes the growing number of pupils who have allergies to specific food groups. To ensure these children are safe in school a register is kept and the specific allergy recorded. All staff are made aware and have access to the register. Catering staff are given the same information and a list showing images and names of all pupils and their allergies are provided.

Emergency procedures

All Broadlands staff follow the school's normal emergency procedures and in the case of an emergency a member of staff would remain with a child at all times until a parent arrives and if needed would accompany the child to hospital by ambulance.

Within a child's IHP an emergency is clearly outlined and procedures must be adhered to.

Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. In the first instance this should be the child's tutor. If this does not solve the issue, the problem should be brought to the attention of the designated lead, who will, where necessary, bring concerns to the attention of the principal. If for whatever reason this does not resolve the issue, they make a formal complaint via the school's complaints procedures.