

NINESTILES ACADEMY TRUST

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Supporting students with medical conditions policy
<p>Rationale</p>	<p>Ninestiles Academy Trust has a responsibility to make its schools welcoming and supportive to students with medical conditions who currently attend its schools and those that may attend in the future.</p> <p>This policy relates to</p> <ul style="list-style-type: none"> • ‘Supporting pupils at school with medical conditions’ DFE - April 2014 • The Children Act - 2004 • The Equality Act - 2010
<p>Policy statement</p>	<p>Introduction</p> <p>Most students will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. These students are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.</p> <p>This policy outlines responsibilities and procedures for supporting Students at schools within the Ninestiles Academy Trust who have medical needs.</p>

Parents and carers

Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.

- Parents are responsible for providing the Principal with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Principal, they should reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the Local Health Authority can often provide additional assistance. However, ideally, the Principal should seek parents' agreement before passing on information about their child's health to other school staff.
- Parents' religious and cultural views should always be respected
- Parents and carers are responsible for ensuring that all medication is within use by date.

The Academy Trust

The Academy Trustees have a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The Principal

The Principal is responsible for implementing the Academy Trust's policy in practice and for developing detailed procedures. When teachers volunteer to give students help with their medical needs, the Principal should agree to their doing this, and must ensure that teachers receive proper support and training where necessary.

- Day to day decisions about administering medication will normally fall to the staff designated by the Principal.
- The Principal is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs.
- The Principal is responsible for arranging appropriately trained cover when the member of staff responsible for students with medical needs is absent or unavailable.

Teachers and other school staff

- Teachers who have students with medical needs in their class should understand the nature of the condition and what to do should the student need extra attention.
- Medication, should usually only be administered in an appropriate designated place by staff who have appropriate training, except in an emergency situation.

Other health professionals

Each school will receive support and advice as necessary from the following in conjunction with meeting the needs of students with medical needs:

- the local health authority
- the school nurse service
- the general practitioner (with the consent of the child's parents)

Short term medical needs

- At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer medicine outside of school hours.
- School staff will not give non-prescribed medication to children except in special cases after a conversation with parents/carers.
- In the case of children suffering regularly from acute pain, such as a migraine, the parents will authorise and supply appropriate painkillers together with written instruction about when the child should take the medication.
- A member of staff will supervise the student taking medication, keeping a log of all medication taken and keeping parents informed.

Long term medical needs

Each school needs to have sufficient information of any student with long term medical needs. The school will then draw up a written health care plan for such students, involving the parents and relevant health professionals.

Individual health care plans

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- The parent/carer
- The child (if sufficiently mature)
- Educational Welfare Officer
- Staff who have agreed to administer medication or be trained in emergency procedures
- School Senco
- The school nurse service, the child's GP or other health care professionals.

IHC plans should be monitored regularly and reviewed annually

Administering medication

No student will be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including:

- Name of medication
- Size and frequency of dosage
- Method of administration
- Any other treatment required
- Any side effects
- School will provide written consent for agreeing to administer the medication
- Staff will complete a record of each time they give medication to a student. In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.
- If students can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.
- Only staff who have had appropriate training will be able to administer medication.

Refusing medication

If a child refuses to take medication, school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

School trips

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. A risk assessment should be completed before the trip goes ahead. Sometimes an additional member of staff might accompany a particular staff. If staff have concerns about whether they can provide for a student's safety, or the safety of other students on a trip, they should discuss this with the identified lead person for that particular trip/or the individual child who may seek medical advice from the School Nurse Service or the child's GP.

- A first aid kit should be readily available for all trips and sporting activities
- There may be a need for individual medication to accompany a child on a trip/visit.

Sporting activities

Children with medical needs should be encouraged to take part in sporting activities appropriate to their own abilities.

- Any restrictions on a student's ability to participate in PE will be included in their individual health care plan.
- Some students may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary.
- PE staff should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The Principal will agree with parents who will have access to records and information about a student. (If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.)

Storage of medication in school

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the student, the name and dose of the drug and the frequency of the administration.
- All medicines will be stored in a locked and clearly labelled cupboard in Student Welfare.
- Where a student needs two or more prescribed medicines, each should be kept in a separate container.
- Students should know where their medication is stored but only access it under supervision.
- Asthma inhalers and Epipens are allowed to be carried by the students where appropriate
- Asthma inhalers will be kept in school for emergency use. (New regulations come into force in October 2014.)

	<p>Disposal of medicines</p> <ul style="list-style-type: none"> • Parents must collect medicines held at school at the end of each term. • Parents are responsible for disposal of date-expired medicines. Uncollected medicines will be disposed of by the school. • Sharps boxes should be used for the disposal of needles and other sharp objects, then disposed of using health care guidelines <p>Hygiene/infection control Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.</p> <p>Emergency procedures</p> <ul style="list-style-type: none"> • Allocated staff have regular training in First Aid and know how to call the emergency services. • A student taken to hospital by ambulance will be accompanied by a member of staff until the student's parents arrive. <p>List of staff with First Aid Training (to be completed in each school):</p>
Monitoring and review	Principals, Vice Principal (Support)
Links	<ul style="list-style-type: none"> • 'Supporting pupils at school with medical conditions' DFE - April 2014 • The Children Act - 2004 • The Equality Act – 2010 <p>School Nurse Risk Management policy</p>
Staff responsible	Principals, First Aiders, Head of Student Welfare
Committee responsible	Board of Directors
Date approved	October 2015
Review date*	October 2017

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*