

## Supporting Pupils with Medical Needs – Lime Academy Orton

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Date: June 2023

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## Introduction

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Lime Academy Orton is a day special school for children with severe and profound learning difficulties between the ages of 2 to 19. All pupils who attend the school have complex needs, some have significant medical needs, communication difficulties and behaviours that may challenge.

This policy will outline how we support pupils with medical needs, complex medical conditions and manage medications.

## Principles

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This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Medical Welfare Team will implement this policy by:

- Making sure sufficient staff are able to access suitable training
- Making staff aware of pupil's condition(s), where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Developing and monitoring individual health care plans

## Legislation, Sources and References

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This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

## Procedures and Practices

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### Individual Healthcare Plans

The head teacher has overall responsibility for the development of individual healthcare plans for pupils with medical conditions. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom
- What training is required

Not all pupils with a medical condition will require an individual healthcare plan. It will be agreed with healthcare professionals and the parents when an individual healthcare plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the specialist school nursing team, paediatrician or consultant, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Individual healthcare plans will be linked to a child's Education, Health and Care Plan. Reference to these care plans must be included in a pupil's digital passport, clearly sign posting the reader to the information needed.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The senior leadership and medical welfare team will consider the following when deciding what information to record on individual healthcare plans:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. Risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

### **Prescribed Medications**

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

The school will only accept prescribed medicines that are:

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

### **Non-Prescribed Medications**

Non prescribed medications, such as paracetamol, will be administered with parent's prior written consent or verbal permission at the time of administration if the bottle or pack has been supplied or purchased, and

is used only, for that individual pupil.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

We reserve the right not to administer a non-prescribed medicine in the event that there is a doubt about the nature of that medicine, where such doubt exists we may seek further professional advice before administration.

### **Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

There may be times, such as school outings, when it is necessary for staff to carry on their person a pupil's controlled drugs. This will be risk assessed and it is the responsibility of the named member of staff to know where those medications are at all times. All other controlled drugs are kept in a secure cupboard in the medical room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Administration of All Medications**

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

All medicines will be stored safely within a locked medical cupboard within each classroom. Controlled drugs are kept in a locked metal cupboard in the medical room that is bolted to the wall, the key is kept within a code locked box on the wall. Pupils and families will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters, adrenaline pens and emergency medications will always be readily available to pupils and not locked away.

All medications will be signed in and out using our online Medical Tracker software by class teams. This is monitored by the medical welfare team.

All medicines will only be administered when the above checks have been completed by two trained staff and any individual administering medication must be witnessed by a member of school staff.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **Unacceptable Practice**

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School staff should use their discretion and judge each case individually with reference to the pupil's individual healthcare plan, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Fail to follow advice provided either in an individual healthcare plan or as part of a face to face training session.
- Fail to report in a timely manner any errors in medication administration, care or recording.
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)

- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan.
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets
- Display information pertaining to pupil's medical needs, individual care plan or personal data in the classroom, as per training and the trust data protection policy.

## Emergency Procedures

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Staff will follow the school's normal emergency procedures (for example, calling 999). All pupil's individual healthcare plans will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

These procedures are outlined in our emergency protocol (Appendix I).

## Training

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Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified and mapped out at the beginning of each academic year to provide coverage. This will be a discussion between the Head of Standards, school medical welfare team and the specialist school nursing team. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the senior leadership team. Training will be monitored and kept up to date through a spreadsheet shared via the google drive.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the individual healthcare plans
- Help staff to have an understanding of the specific medical conditions they are being asked to support, their implications and preventative measures

Healthcare professionals will provide confirmation of the competency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

A yearly risk assessment will be completed collaboratively between the specialist school nursing team and

school senior leadership team to identify practices and procedures covered by generalised competency and those requiring bespoke training.

## **Record Keeping**

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The academy council will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

Individual healthcare plans are kept in a readily accessible place which all staff are aware of.

We write, store and share our individual healthcare plans through an online application called Medical Tracker. This allows us to also track administration of medications, record instances of first aid and accidents and manage medication expiries.

## **Taking Medications on Educational Visits**

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According to the Royal Society for the Prevention of Accidents (RoSPA) and Forbes solicitors, the medical information you should bring on your trip should include:

- All information relating to each pupil's medical conditions
- All information about any emergency medical treatment
- Any required medication and details of when this should be taken
- GP contact details
- Home telephone numbers/addresses
- Details of any dietary requirements
- Emergency contact details

We have a duty of care under the Health and Safety at Work etc Act 1974, to ensure all school visits are conducted in a suitably supervised and safe environment.

We minimise any risk so far as is "reasonably practicable" for the activity concerned.

To achieve this, we complete thorough risk assessments demonstrating that all necessary preparations have been made, before and during an educational visit.

## **Data Protection and GDPR**

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According to the Information Commissioner's Office (ICO) medical information is particularly sensitive personal data. You can still take the data off-site as long as you keep it safe.

You should take extra precautions to ensure it is secure. For example, you could use a locked suitcase to store information which is on paper or if you carry the information electronically on a portable device you should ensure access is password protected.

Alternatively, you could access the information through a remote system using a password, medical tracker or on our google drive.

Data relating to pupil's individual health conditions, needs and care plans should be stored securely, for example being accessed via medical tracker. This information should not be on display in the classroom in any format.

You must have a 'lawful basis' (reason) to share any personal data, including medical information, under the General Data Protection Regulation (GDPR), which is in force since May 2018. Additionally, as medical

information is considered 'special category' data under the GDPR, you'll also need to have a 'condition for processing' in order to share the information. There are two instances where sharing this information can be undertaken without an order;

### **Legal obligation basis**

This will be the basis we will use for sharing medical data most of the time. This is because, as a school, we are legally obliged to keep our pupils safe and healthy as part of our duty of care.

We shall use this basis when we need to share medical data to fulfil our duty of care, including when sharing with staff members in our school and third parties like health services or sports coaches.

When we are sharing with health services, who will be bound to professional secrecy, this should also fulfil a condition of processing, where sharing the data is necessary for the provision of health or social care, or treatment, or the management of health or social care systems and services.

When we are sharing with school staff members or other third parties not obliged to professional secrecy under law, we use the condition of processing where data sharing is necessary to carry out our obligations under social protection law.

### **Vital interest's basis**

We can share medical data if it's necessary to save someone's life. This basis should be used in emergencies, rather than organising a pupil's medical care in advance.

We shall use this basis in situations involving paramedics or other forms of emergency treatment.

This also fulfils a condition for processing, where sharing this data will be lawful if it's necessary to save someone's life.

### **Liability and Indemnity**

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The trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

### **Complaints**

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Parents with a complaint about their child's medical condition should discuss these directly with the head teacher in the first instance. If the head teacher cannot resolve the matter, they will direct parents to the Trust complaints procedure.

### **Roles and Responsibilities**

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#### **The Head Teacher and Senior Leadership Team will:**

- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Take overall responsibility for the development of individual healthcare plans
- Ensure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the relevant nursing

team.

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

#### **School Staff:**

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of pupils with medical conditions that they teach.
- All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

#### **Academy Council / Trust:**

- The academy council has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### **Parents:**

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the individual healthcare plan e.g. provide medicines and equipment

#### **Health care professionals:**

- The Peterborough and Cambridgeshire school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. Healthcare professionals, such as GPs and paediatricians, will liaise with the specialist school nurses and notify them of any pupils identified as having a medical condition.

### **Reporting to Parents**

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We place highly the benefits of working in partnership with families and these relationships have a huge impact on the effectiveness of our practice. We value our families as experts in their children and understand the pressures they are under to manage their, in some instances, complex medical needs.

We report medical administration and procedures to families in the following ways:

- Daily reporting via home school communication books.
- Phone calls as needed to communicate information.
- Annual review of the child's individual healthcare plan alongside their EHCP, supported by school staff.



## Emergency Protocol

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In the event of an emergency;

- Locate a first aider and a member of the Extended Leadership Team.
- Make contact with the pupil's family to inform them of what is happening, this should not delay you seeking emergency help if required.
- If it is decided to call an ambulance use a mobile phone and ensure you remain with the patient.
- Ask a colleague to contact the office. The admin team / receptionist will print a copy of the patients details from our MIS, await the ambulance crew so the gate can be opened without delay and be prepared to direct them promptly to the location of the emergency.
- Phone the family again to inform them of the decided course of action and if the pupil is leaving school premises for medical attention. Paramedics will usually wish to seek parental permission to admit a child, except in cases where the parent cannot be contacted.
- In most cases a member of school staff should accompany the patient to hospital if taken. They will need a copy of the patient's details from our MIS, their personal belongings and a mobile phone. They should call school when they need collecting once a parent has attended. Where possible this should be a staff member who was there at the time of occurrence.