



<b>Vision statement</b>
BRIDGE is a family of schools committed to high performance. We embrace a universal culture of excellence in the learning communities we build.
<b>Aims</b>
<ul style="list-style-type: none"> <li>To continue building a Multi Academy Trust that promotes strong values, an excellent education for all children, develops highly effective Academy Teams, is financially secure, and ensures effective governance.</li> </ul>
<ul style="list-style-type: none"> <li>To nurture, support and encourage aspirations by providing excellent learning opportunities, inspiring teaching environments, and a creative approach to curriculum subjects that secures engagement from all our learners resulting in high levels of academic progress and outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>To develop outstanding leadership, teaching and support teams by valuing committed, reflective staff, and providing rigorous and challenging professional development for continual School Improvement.</li> </ul>
<ul style="list-style-type: none"> <li>To develop hubs as centres of learning excellence to disseminate best practice, firstly within and then beyond, the MAT.</li> </ul>
<ul style="list-style-type: none"> <li>To successfully engage and communicate with parents/carers in our local communities, supporting pupil progress, well-being and achievement.</li> </ul>

## Medical Conditions Policy

<b>Purpose</b>
To provide children with medical conditions at Bridge Schools with support, so that they have full access to education, including trips and physical education.

**September 2021**

<b>Policy Version</b>	V1.1	<b>Next Review Date</b>	09/23
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The Trust recognises

- that it has a responsibility to support pupils with medical needs
- that medical conditions can be life threatening and
- understands the impact that medical conditions can have on a child's ability to learn

The Trust follows the Department for Education's guidance on managing medicines in schools and early years settings:-

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf) )

#### **Aims:**

- All children with medical conditions are able to take part in school life, as typical, with any child
- Have arrangements in place which support these children and are reviewed regularly
- Maintain effective partnerships with health and social care professionals, children, parents/carers to ensure that the needs of children with medical conditions are fully met

#### **Principles and Practice:**

The Trust shall have overall responsibility to ensure that

- Each school have sufficient staff who are suitably trained
- Each school monitors, reviews and implements children's individual healthcare plans with the support of the school nursing service
- Each school undertakes risk assessments for school visits, trips and other school activities outside of the typical timetable
- All relevant school staff are made aware of the child's medical condition/need
- The Head has delegated responsibility for ensuring the implementation of this policy

#### **Our Method:**

Medicines will only be administered at School when it would be detrimental to a pupil's health not to do so. The School will store and dispense medication to pupils as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication [other than salbutamol for use with the emergency asthma kit (see below) or to relieve allergies by using Epi-pens].

Medication brought into school must be clearly labelled with the pupil's name, dosage, method of administration and be in-date.

Medication will be available to identified pupils at all times of the school day.

**Self-Management of Medication**

This school does not allow pupils to carry or manage their own medication.

Children will self-medicate where possible ie children putting medicine in their own mouth, children taking a tablet. Staff will supervise.

If a child refuses to take their medication they cannot be forced to take it. School will inform the parents/carers so that alternative options can be considered.

**Emergency Asthma Kits**

This School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014\\_3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf)

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to pupils who have been diagnosed with asthma and prescribed an inhaler OR prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The school keeps a register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

**Storage of Medicine**

Medicines will be securely stored.

All medicines must be signed in in the Medicines Log.

The Patient Information Leaflet (PiL) must be stored with the medication for knowledge of side effects etc.

Any medicine given out must be recorded in the Medicines Log.

Medicines can only be given out by trained first aiders.

**Disposal of Medicine**

All stored medicines must be collected by the parent/carer at the end of each half term if not collected previously.

A FaW trained school staff member will regularly check all stored medications for their expiry dates.

School staff must not dispose of medicines.

Parents are responsible for the disposal of medicines which have expired. Expired medicines will be returned to the parent/carer for them to dispose of.

### **Facilities for Medical Procedures**

A room has been provided for medications and medical treatments to be administered.

### **Training**

The Head will ensure that sufficient staff are suitably trained in the administration of medication and support of pupils with medical needs.

The Head will keep a record of all medical needs training.

All staff who administer medicines are first aid trained.

Staff who administer medicines that require a healthcare plan for that child, will have specific training ie inhaler/epi-pen. This training will be renewed every 2 years, when required.

### **Sharing of Information**

The Head will ensure that relevant staff are made aware of any pupil's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances

### **Emergency actions**

The Head will ensure that relevant information is shared with cover staff etc.

If a child becomes ill at school they will be accompanied to the medical room by a suitable adult and the school administrator and Head informed.

If a child needs to be taken to hospital, a suitable adult will stay with them until the parent/carer arrives or if necessary accompany them in an ambulance to hospital.

### **Individual Healthcare Plans**

The Head will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plan where appropriate.

Individual healthcare plans should include the following information

- the medical condition, its triggers, signs, symptoms and treatments
- precisely what help the child needs to manage their condition, what they can do themselves and what they need from another (including supervision)
- who in the school needs to be aware of the child's condition, which staff will be available to provide support to the child, and the level of training and proficiency required of the staff member
- the written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil

- any specific support needed around the child's educational, emotional and social needs, e.g. management of absences, support for catching up with lessons or any counselling arrangements
- what to do in an emergency situation, including whom to contact
- the pupil's practical medical requirements, including managing their surroundings where it affects them e.g. noisy rooms
- the plans that need to be put in place for exams (if appropriate), school trips (including overnight) or other school activities outside of the normal school timetable
- where a child has a Statement of Special Educational Needs (SEN) or an EHCP, how the individual healthcare plan should be linked to or become part of that Statement or Plan
- where a child has SEN but does not have a Statement of SEN or an EHCP, mention of the child's SEN in their individual healthcare plan
- how to manage queries about confidentiality and which individuals those rules can be breached in favour of
- the date that the individual healthcare plan is to be reviewed (at least annually), who can alter the plan, which parts can be altered, and the process for reviewing the plan

Healthcare plans will be reviewed at least annually or sooner if there is reason to suspect that the plan is no longer appropriate. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

### **Risk Assessment**

In addition to the healthcare plan the school will carry out individual risk assessments for any pupil where the pupil's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

### **Unacceptable practice**

To prevent unacceptable practice the Head will ensure that:-

- Pupils have access to their medication at all times during the school day or during educational activities off-site
- Healthcare plans reflect the needs of the pupil and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that pupils with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so
- If the pupil becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person
- Pupils with medical needs are not penalised on their attendance record if their absences are related to their medical condition, hospital appointments, etc
- Toilet, food and drink breaks are provided where necessary in order to manage a pupil's medical condition

- Arrangements for administering medication do not include the need for parent/carers to attend school
- Every effort is made to ensure that pupils with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons

### **Complaints**

Parents/carers are encouraged to contact the Head if they are concerned or dissatisfied in any way with the support provided by the school for a pupil with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaints procedure.

### **Roles and Responsibilities**

(including recording, reporting, monitoring and evaluating - who does what - all stakeholders):

- Parents/carers will complete the appropriate form in order for the school to administer medication (see School Medication and Consent Form)
- Parents/carers will provide any medication in a container clearly labelled with the child's name, name of medicine, dose and frequency of medication and any special storage arrangements
- We ask that wherever possible, medication is prescribed in frequencies which enable it to be taken outside school hours
- Children with medical conditions will be involved in discussions about their medical support and contribute as much as possible to their healthcare plan should they have one
- Children 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 professional and school staff
- The Head, in consultation with the Trust, LGB, staff, parents/carers, health professionals will decide how the school can assist a child with medical needs
- Staff will implement the policy on a daily basis, understanding the procedures
- Staff will ensure that there is effective communication with parents/carers, children, staff and all relevant health professionals
- Staff will determine if medication is to be administered in school, and by whom, following consultation with staff. Ensuring that all members of staff are aware of school's planned emergency procedures in the event of medical needs
- Staff will keep medication in a secure place, out of reach of the children
- Staff will keep a record of all medication administered
- The Trust will keep schools advised of any new legislation and guide schools in following procedures
- The Trust will monitor the use of this policy and associated documents at regular intervals throughout the year

**Further help and guidance can be obtained by contacting [HS@bridgeschools.co.uk](mailto:HS@bridgeschools.co.uk)**

Links to the following documents:

School Medication and Consent Form

Medical Conditions Procedure (Internal use only)