



Vision statement

BRIDGE is a family of schools committed to high performance. We embrace a universal culture of excellence in the learning communities we build.

Aims

- 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.
- 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.
- To develop outstanding leadership, teaching and support teams by valuing committed, reflective staff, and providing rigorous and challenging professional development for continual School Improvement.
- To develop hubs as centres of learning excellence to disseminate best practice, firstly within and then beyond, the MAT.
- To successfully engage and communicate with parents/carers in our local communities, supporting pupil progress, well-being and achievement.

Medical Conditions Policy

Purpose

Provide children with medical conditions at bridgeschools with support, so that they have full access to education, including trips and physical education.

July 2018

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|----------------------------|-----------------|-------------------------|------------------|
| Date Policy Adopted | 20/07/18 | By Trust Board | |
| | | By Trust SLT | X |
| Date Policy Issued | 23/07/18 | Next Review Date | July 2021 |

The Trust recognises that it has a responsibility to support pupils with medical needs. The School 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)

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:

- Each school has a responsibility to ensure that sufficient staff are suitably trained
- School will monitor, review and implement children's individual healthcare plans with the support of the school nursing service
- The school will undertake risk assessments for school visits, trips and other school activities outside of the typical timetable
- All relevant staff will be made aware of the child's medical condition/need
- The Head maintains overall responsibility for policy implementation

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 Epipens].

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.

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

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 in [Location].

All medicines must be signed in in the Medicines Log.

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

Medicines can only be given out by trained first aiders [list names]

Disposal of Medicine

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.

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered:- [Insert location]

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/epipen. 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 also ensure that relevant information is shared with cover staff etc.

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. Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. 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 complaint 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 appendix 1)
- 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@bridgemat.co.uk

Appendices: Appendix 1- School Medication and Consent Form

