



BrightTribe
learn grow prosper

ALAT and Bright Tribe Trust Medical Support Policy

March 2016





Contents

1. Mission Statement.....	2
2. Policy Overview	2
3. Supporting Pupils with Medical Conditions.....	2
4. Administration of Medicines.....	5
5. Complaints.....	6
Appendix 1 – Policy for the Management of Medication	6
Appendix 2 – Parent/Carer Agreement for Grindon Hall Christian School to Administer Prescription Medicine.....	8
Appendix 3 – Daily Log for the Administration of Medicines (prescription only)	10
Appendix 4 – Parent/Carer Agreement for Self-administration of Medication	11
Appendix 5 – Parent/Carer Agreement for Self-administration of Medication with Secure Storage	12

1. Mission Statement

Adventure Learning (insert academy name) Trust (ALAT) and Bright Tribe Trust (Bright Tribe) brings a new energy and approach to providing the best education for our students. Through proven practices, ALAT / Bright Tribe will transform the learning of students, raise standards and provide the highest quality learning environments, enabling students and teaching staff to thrive and be the best. ALAT / Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT / Bright Tribe's values:

Learn

Provide the best education for every student.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

Grow

Grow our students' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

2. Policy Overview

This policy has been prepared in accordance with Grindon Hall Christian School's statutory duty to make arrangements for supporting pupils with medical conditions. This policy has been prepared with reference to the Department for Education's statutory guidance Supporting pupils at school with medical conditions (September 2014). Due regard must also be had to this guidance in implementing this policy.

Grindon Hall Christian School's First Aid policy and procedures are set out in the separate First Aid Policy. More detailed guidance is also available in the Health and Safety Manual.

3. Supporting Pupils with Medical Conditions

3.1. Principles

Grindon Hall Christian School will ensure that:

- pupils with medical conditions are properly supported so that they have a full and active role in Grindon Hall Christian School life
- parents feel confident that Grindon Hall Christian School will provide effective support for their child's medical condition
- pupils feel safe
- Grindon Hall Christian School respects the confidentiality of information that is held in relation to a pupils health
- relationships are established with local health services so that expert assistance can be provided when required
- where appropriate, the advice of healthcare professionals is sought and carefully considered

- the values and views of pupils and parents of pupils with medical conditions are sought and listened to
- there is effective management of absence associated with a pupil's medical condition (whether short-term or long-term) and properly supported reintegration thereafter
- sufficient staff are suitably trained to provide the medical support required within Grindon Hall Christian School
- relevant staff will be made aware of and briefed regarding any medical condition that a pupil may have, including any cover or supply staff where necessary
- individual healthcare plans (IHPs) will be implemented where appropriate and monitored
- appropriate risk assessments for school trips or activities run by Grindon Hall Christian School which are outside of the usual timetable are in place
- where a pupil has a medical condition which amounts to a disability, Grindon Hall Christian School will also comply with its duties under the Equality Act 2010.

In line with its safeguarding and health and safety duties, Grindon Hall Christian School may refuse to allow a child into school if it would be detrimental to the health of that child, other pupils or staff (for example, in the case of an infectious disease).

3.2. Responsibilities

The individual with day-to-day responsibility for the implementation of this policy will be the Principal of Grindon Hall Christian School.

The Grindon Hall Christian School Principal:

The Principal of Grindon Hall Christian School is responsible for:

- ensuring that this policy is developed and implemented by Grindon Hall Christian School
- ensuring that staff are aware of this policy and their role in its implementation
- ensuring that this policy is effectively implemented and that this is done in collaboration with healthcare professionals, Grindon Hall Christian School staff, local authorities (where relevant), parents and pupils.
- ensuring that appropriate staff are made aware of particular pupils' medical conditions on a need to know basis
- ensuring that sufficient staff are trained to implement this policy and deliver the requirements of IHPs
- overall development and decisions relating to IHPs
- ensuring staff have appropriate insurance to support pupils with medical needs in accordance with this policy.

Grindon Hall Christian School Staff

Grindon Hall Christian School staff should know what to do when they become aware that a pupil with a medical condition needs help

The Grindon Hall Christian School NHS Nurse –

The Grindon Hall Christian School INHS nurse is responsible for:

- notifying Grindon Hall Christian School where a pupil has been identified as having a medical condition which will require Grindon Hall Christian School support

- supporting Grindon Hall Christian School staff with implementing IHPs
- providing advice where required (for example, on training requirements for staff).

Parents

Parents are responsible for:

- providing sufficient and up-to-date information about their child's medical needs
- being involved with the development of any Individual Healthcare Plan that may be required for their child.

3.3. Identification of a Medical Condition

Grindon Hall Christian School does not need to await a formal diagnosis before providing support for a pupil with a medical condition. However, to ensure that the right support is provided, the (insert academy name) will expect to receive medical evidence and information from the pupil's parents/carers.

3.4. Individual Healthcare Plans

The Principal, or designated person, will be responsible for the development of any individual healthcare plan (IHP) for a pupil of Grindon Hall Christian School

Grindon Hall Christian School will follow the process set out at Appendix B of this policy in developing an IHP.

It will be for Grindon Hall Christian School to determine, in consultation with the pupil, their parents and any relevant healthcare professional, whether an IHP should be put in place and the form this should take. Following such consultation, the Principal will take the final decision as to whether an IHP will be put in place and, where an IHP is deemed necessary, the (insert academy name) will be responsible for finalising it and ensuring it is implemented.

Grindon Hall Christian School would expect an IHP to be appropriate where:

- the medical condition may fluctuate
- there is a high risk that emergency intervention will be needed
- the medical condition is long-term and/or complex

The aim of an IHP is to offer clarity about what support needs to be provided, when and by whom. It will capture key information and required actions but the level of detail will depend on the particular condition and medical needs of the pupil. It will also cross-refer to the child's statement of SEN or EHC Plan, where applicable.

In deciding the information to be recorded within the IHP, Grindon Hall Christian School will follow DfE guidance. Importantly, the IHP will define what constitutes an emergency in respect of that pupil's condition and explain what should be done in an emergency situation.

An IHP will be reviewed annually. It may be reviewed more frequently if the pupil's needs change. Parents are responsible for providing sufficient and up-to-date information about their child's medical needs.

3.5. Staff Training

Grindon Hall Christian School will support its staff in their role of supporting pupils with medical conditions.

Any member of staff may be asked to provide support to pupils with medical conditions (including administering medicines) but no member of staff can be required to do so.

Any member of staff providing medical condition support to a pupil should have received suitable training in accordance with the DfE guidance Supporting pupils at school with medical conditions (September 2014). Staff

must not give prescription medicines or undertake healthcare procedures without appropriate training. A first aid certificate does not amount to appropriate training in itself.

Training needs will be identified and assessed by the Principal, or designated person, through:

- the development of specific IHPs
- consideration of the existing knowledge and experience of staff
- liaison with the relevant healthcare professional

In addition, there will be regular training for all (insert academy name) staff to ensure awareness of their role in implementing this policy.

3.6. Self-Management

Grindon Hall Christian School recognises that often pupils will be capable of managing their own medical needs and will encourage pupils to take this responsibility and have this independence where appropriate. This will be reflected in IHPs where applicable.

Before a pupil can self-administer medicine while at Grindon Hall Christian School, the parents of the pupil must complete and return the form to consent to self-administration, as set out at Appendix A4.

Where a pupil refuses medication or refuses to carry out a necessary procedure, in the first instance, Grindon Hall Christian School staff should refer to the IHP to determine the required procedure. Parents will also be informed.

4. Administration of Medicines

Please see Appendix A for the Grindon Hall Christian School's policy on the administration of medicine to pupils.

Emergencies

Pupils should inform a member of staff immediately if they believe medical help (whether for themselves or another pupil) is needed.

In an emergency situation, where the pupil has an IHP, the procedure set out in the IHP must be followed.

More generally, in an emergency situation, staff at Grindon Hall Christian School will act 'in loco parentis' in order to comply with their duty of care towards the pupil. This means that they will carry out the role of a reasonable parent.

For example, the Grindon Hall Christian School will:

- carry out any appropriate First Aid in accordance with the First Aid Policy
- contact the emergency services if considered necessary
- contact the pupil's parents/carers as soon as possible, using the emergency contact numbers provided by the parents

Where a pupil needs to be taken to hospital and the parent of the pupil cannot arrive in time, a member of Grindon Hall Christian School staff will accompany the pupil in the ambulance and remain at the hospital with the pupil until the parent/carer arrives.

5. Complaints

Any complaints relating to Grindon Hall Christian School's actions under this policy and the support provided to pupils with medical conditions should be raised through the Grindon Hall Christian School complaints process.

Appendix 1 – Policy for the Management of Medication

This policy is written in accordance with the Department for Education statutory guidance Supporting Pupils at school with medical conditions (September 2014).

Medicines should only be administered at the Grindon Hall Christian School if it would be detrimental to the pupil's health not to do so. Wherever clinically possible, medicines should be prescribed in dose frequencies which enable them to be administered outside of school hours.

a) Prescription Medication

This policy is relevant for tablets, medicines, creams and sprays prescribed by a GP or other authorised healthcare professional.

1. All parents/carers will be asked to complete the Parental Agreement Form (Appendix A1, A3 or Appendix A4) in the presence of the designated person before medicine can be administered by the (insert academy name).
2. All prescribed medicines must be brought to the Grindon Hall Christian School in the original container with the prescriber's instructions for administration and dosage and must be in-date, although insulin may be available in a pen or pump rather than the original container.
3. All medication (see item 6 for exceptions) must be handed in to Grindon Hall Christian School reception with a covering letter from the parent/carer on the day that it is brought. (Letter to be filed with Parental Agreement Form (Appendix A2, A3 or Appendix A4) and moved to the individual pupil's file at the end of each term).

4. Storage of Medication

- i. All medication (see item 6 for exceptions) will be secured in a locked cabinet/container. The pupil will be made aware of where the medicine is stored and how to access it immediately.
- ii. A safe container for the disposal of sharp needles will be kept in a locked cabinet and handed to the site manager for safe disposal.
- iii. Medicines requiring refrigeration should be kept in a secure, clearly labelled box in the fridge.

5. Administration of Medication

- i. Prescription medication will be administered in accordance with the prescriber's instructions by the member(s) of staff named in the parent/carer agreement and/or Individual Healthcare Plan or by one of the following names people only:
 - Principal
 - Designated person(s)

Grindon Hall Christian School staff will be appropriately instructed on the administration of medication.

- ii. Grindon Hall Christian School will keep a daily log of all medicines dispensed (Appendix C2).

- iii. Administration will always be recorded and witnessed and countersigned by an additional member of staff (See Appendix C2).

6. Exceptions

- i. Secondary age pupils who have an inhaler for asthma will keep it in their bag, to be used by themselves only as necessary. The inhaler must be clearly marked with the pupil's name.
- ii. Secondary age pupils who have an Epi Pen for allergic reactions will keep it in their bag clearly labelled with their name. This is to be administered by one of the staff named in Section 5.
- iii. Pupils who have a signed Appendix C3 or C4 authorising self-administration.

b) Non-Prescription Medicine

Non-prescription medication will not normally be administered by the (insert academy name). Non-prescription medication will only be administered where the (insert academy name) has written parental consent.

7. Where a pupil's medical or care needs are covered under the Equality Act 2010, staff will be informed of any reasonable adjustments necessary to the curriculum and its delivery, Grindon Hall Christian School's environment and equipment. Consideration will be given to the potential impact of:

- time and effort
- Inconvenience
- indignity or discomfort
- loss of opportunity
- diminished progress.

* See the SEN and Disability Policy.

8. A copy of the DfE guidance Supporting pupils at school with medical conditions (September 2014) is published with the policy and will be kept available at Grindon Hall Christian School for reference.

Appendix 2 – Parent/Carer Agreement for Grindon Hall Christian School Staff to Administer Prescription Medicine

Please complete this form, giving all details, if you wish to give permission for staff at Grindon Hall Christian School to administer prescribed medicine to your child. NB – staff will only administer medicine if the GP requires it to be administered during the school day

Pupil's name:

Year/Tutor group:

Parent/carers name:

Telephone number:

Named Staff:

Name of Medication:

Possible side effects of the medication (if any):

.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document and all necessary equipment e.g. syringes, spoons

Dosage, timing, with or without liquids, before or after a meal, method of administering, storage:

I give my permission for named staff at Grindon Hall Christian School to give my child prescription medicines in accordance with the policy for the management of medication.

I confirm that the medicine and equipment I have provided has been prescribed by a GP or other qualified professional, dispensed by a pharmacist and is in date and in its original container

I have read and understood the Grindon Hall Christian School Policy for the Management of Medication

Signed: (Parent / carer)

Signed: ((insert academy name) staff)

Date:



Appendix 3 – Daily Log for the Administration of Medicines (prescription only)

Date	Pupil's name	Tutor group	Written permission held	Permission given by	Time of previous dose	Method of Admin.	Name of medicine	Side effects	Expiry Date	Staff signature

B - If written permission is not held the parent/carer must be contacted before medicine is administered. A note of the time of phone call and person giving permission should be entered in the log. Administration of non-prescription medicines are the responsibility of the parent/carer, they must not be administered by (insert academy name) staff.



Appendix 4 – Parent/Carer Agreement for Self-administration of Medication

Please complete this form, giving all details, if you wish to give permission for your child to self-administer medication.

Name of (insert academy name):

Pupil's name:

Year/Tutor group:

Parent/carers name:

Telephone number:

Name of Medication:

Possible side effects of the medication (if any):

.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document:

I give my permission for my child to self-administer the medication named above in accordance with advice from the medical practitioner signed below.

Medication will be stored safely in a bag which will be supervised or secured in an office at all times.

I have read and understood the (insert academy name) Policy for the Management of Medication and want my child exempted from conditions relating to administration by staff.

Signed: (Parent / carer)

Signed: (Medical practitioner/nurse)

Signed: ((insert academy name) staff)

Date:

Appendix 5 – Parent/Carer Agreement for Self-administration of Medication with Secure Storage

Please complete this form, giving all details, if you wish to give permission for your child to self- administer medication.

Name of (insert academy name):

Pupil's name:

Year/Tutor group:

Parent/carers name:

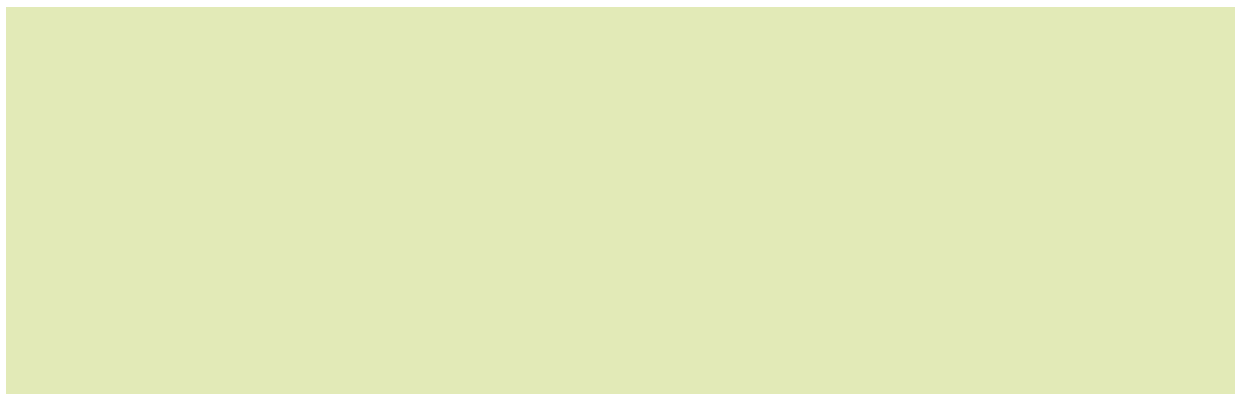
Telephone number:

Name of Medication:

Possible side effects of the medication (if any):.....

.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document (including times/frequency of doses)



I give my permission for my child to self-administer the medication named above in accordance with advice from the medical practitioner signed below.

Medication will be handed to reception each day and secured in an office at all times. The named pupil will access medication at the appropriate times as stated above*.

I have read and understood the (insert academy name) Policy for the Management of Medication and want my child exempted from conditions relating to administration by staff.

Signed: (Parent / carer)

Signed: (Medical practitioner/nurse)

Signed: ((insert academy name) staff)

Date:



Adventure Learning
Academy Trust

BrightTribe
learn grow prosper

Adventure Learning (insert academy name) Trust

CMA House 2nd Floor Newham Road Truro TR1 2SU

T 01872 858 161 E enquiries@alat.org.uk

www.alat.org.uk

Bright Tribe Trust

Building 1000 Kings Reach Yew Street Stockport SK4 2HD

Telephone 0161 475 0222 Facsimile 0161 831 9766 Email enquiries@brighttribe.org.uk

www.brighttribe.org.uk

