



# LYDIARD PARK ACADEMY

## Supporting Pupils with Medical Conditions Policy

**Policy Approval Date:** Nov 2020

**Review Date:** Nov 2021



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

## Introduction

Lydiard Park Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 – "supporting pupils at school with medical conditions". It places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

## Aims

As a school we aim to ensure that pupils with medical needs receive proper care and support at school and to enable pupils, parents and staff to feel confident that the pupil is able to integrate and achieve as far as possible within "normal school life".

It is the parent/carer's responsibility:

- to keep a child at home when acutely unwell.
- to inform the school of any on-going medical condition or if a medical condition develops.

This should be done in writing using Medical update forms.

## Key roles and responsibilities

### The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.  
Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

- Are aware that written records will be kept in school in a locked cabinet of any and all medicines administered to individual pupils and across the school population.
- Ensuring that the level of insurance in place reflects the level of risk.

## The Principal is responsible for:

- The day-to-day implementation and management of this policy. Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition. Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

## Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Staff are not responsible for administering injections with the exception of trained staff in the case of EpiPen's and insulin.

## The First Aider is responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

- Liaising locally with the School Nurse through the Local Authority on appropriate support.

## Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date. Pupils must have an IHCP for long term storage (over 4 weeks).
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an IHCP for their child in collaboration with the Principal, other staff members and healthcare professionals.

## Definitions

“Medication” is defined as any prescribed or over the counter medicine. “Prescription medication” is defined as any drug or device prescribed by a doctor. A “staff member” is defined as any member of staff employed at Lydiard Park School, including teachers.

## The role of the pupil

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where appropriate, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location within the First Aid room.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of staff.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

- Pupils are not allowed to telephone home themselves if they feel unwell. A record is kept of pupils who are sent home so that we can monitor the situation and minimise the possible loss of lesson time.

## Staff Training

All staff at Lydiard Park Academy are aware of the most common serious medical conditions. Staff at Lydiard Park Academy understand their duty of care to pupils in the event of an emergency. In the event of an emergency Lydiard Park Academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication to;

All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Lydiard Park Academy uses Individual Healthcare Plans (IHCP) to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give.
- who to contact within the school.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Lydiard Park Academy will try to ensure that the staff member will be one the pupil knows. Generally, staff should not take pupils to hospital in their own car. If this is essential, two members of staff will be present.

## Administration

### Emergency medication

Emergency medication for all pupils at Lydiard Park Academy with medical conditions will be accessible as required. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement for any off-site or residential visits.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff trained in First Aid to assist in helping them take their medication safely.

## General

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff trained in First Aid.

Lydiard Park Academy understands the importance of medication being taken as prescribed. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Where specific training is needed, training is given to all staff members who agree to administer medication to pupils. In some circumstances medication is only to be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult of the same gender. Parents of pupils at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil at this school refuses their medication, staff will record this and inform parents as soon as possible. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

Lydiard Park Academy keeps written records of all medication administered during the school day which will be entered onto Arbor.

If a First Aid trained member of staff, who is usually responsible for administering medication, is not available then Lydiard Park Academy would make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

## Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at Lydiard Park Academy, parents are asked to complete a separate medication form giving consent for staff to administer and this form, along with the medication, is handed into the reception area for safe storage.

## Storage of medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked away in a secure location, known to all First Aiders, and not held personally by members of staff.

Those pupils who are authorised to carry their emergency medication on them during the school day are instructed in how they must keep this medication secure.

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication. Staff ensure that medication is only accessible to those for whom it is prescribed.

All First Aid trained staff ensure the correct storage of medication at the school. All controlled drugs are kept in a locked cupboard and only First Aid trained staff have access, even if pupils normally administer the medication themselves. Expiry dates for all medication stored at in the First Aid room are checked termly by a designated member of staff.

All First Aid trained staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of medication (this is standard practise from all pharmacies). This includes all medication that pupils carry themselves.

Medication is stored in accordance with instructions, paying particular note to temperature. Refrigerators used for the storage of medications located in the First Aid room, inaccessible to unsupervised pupils or lockable as appropriate. Short term Medication is not stored in summer holidays. It is the parent's responsibility to ensure new and in date medication comes into the School on the first day of the new academic year.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

## Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, First Aider and medical professionals.

IHCP's are used to record important details about individual children's medical needs at the school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHCP if required.

A copy of the IHCP, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents for them to complete and return to the school. The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's IHCP together. Lydiard Park Academy ensures that a First Aid trained member of staff is also present, if required, to help draw up an IHCP for pupils with complex healthcare or educational needs.

Lydiard Park Academy will hold a centralised register all IHCP's for pupils with medical needs. If a First Aid trained member of staff feels that there is insufficient detail on a Healthcare Plan, they will request more information from the parents. If permission for administration of medication is unclear or incomplete, this will be addressed as a matter of priority. The pupil's Pastoral Support Assistant review IHCP's annually, if there are any changes the school nurse will be notified.

## Residential visits

Risk assessments are carried out by Lydiard Park Academy prior to any off site visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk





# LYDIARD PARK ACADEMY

## Education and learning

Staff at Lydiard Park Academy are aware of the potential for pupils with medical conditions to have Special Educational Needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their school work is properly considered. Lydiard Park Academy ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum

## Appendices for dealing with medical issues in school and actions taken

See appendices for the following Guidance

- Appendix A: Asthma Policy

## Avoiding unacceptable practice

Lydiard Park Academy; understands that the following behaviour is unacceptable:

- Creating barriers to children participating in school life, including school trips.
- Assuming that pupils with the same condition require the same treatment.
- Consider the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the First Aid Room alone if they become ill.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition and are supported by medical evidence.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

## Insurance

All staff who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Operations Manager.

## Complaints

Details of how to make a complaint can be found in the Complaints Policy.

## Appendix A

## Asthma Policy

### Introduction

The purpose of this guidance is to provide practical information and advice to support the Management of asthma at Lydiard Park Academy.

The major principle underlying the policy is immediate access for all children to reliever medication.

Every asthmatic child should carry their own workable inhaler, wherever possible, both in school in Physical Education lessons and on school trips.

From the 1<sup>st</sup> October 2014 the Human Medicine (Amendment) (No.2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

### **THIS POLICY REFERS ONLY TO RELIEVERS.**

1.0 All children who need their relievers should have them in school and readily available at all times. For all children in secondary schools, the child must carry their reliever inhaler with



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk



# LYDIARD PARK ACADEMY

them at all times. The administration of the reliever to children should be on their own perception of whether or not they need it.

1.1 For all school children, it is recommended that an agreement between parents and schools be drawn up and signed so that the parents are fully informed of the school policy on the management of asthma in the classroom for their child.

1.2 For a child who has used the emergency reliever held in school. This should be noted on Arbor, under medical events that the emergency salbutamol inhaler has been given. The staff member attending to the pupil should note their name, time it was given and how many puffs used and if any further action was required.

1.3 It remains the responsibility of the parent to seek medical attention and to liaise with the school on the frequency with which inhalers are taken

## 2. Access to Reliever Medication

1. Asthmatic children must have immediate access to reliever inhalers at all times. If theirs is missing/damaged or lost, then the emergency salbutamol inhaler is used.
2. Pupils should all carry their own devices and self-administer their reliever medication.
3. All staff must know where the emergency reliever devices are kept.
4. Trained first aiders will access the emergency inhaler for the pupil to use and monitor them administering this via the spacer.

## 3. Information to parents, guardians, and carers

As part of the school policy, it is proposed that all parents are made aware of how the school will manage a child who has symptoms due to their asthma whilst they are in school. All parents of children who have been diagnosed with asthma entering the school will receive a routine emergency salbutamol inhaler relief consent form, parents will be asked to sign this, and this will be kept in first aid along with the emergency inhalers and Asthma Register.



Executive Principal: Mr C Zimmerman  
Operational Principal: Mr G Pearson  
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN  
Tel: 01793 874224 Fax: 01793 876274  
ask@lydiardparkacademy.org.uk