



THE
DE LA SALLE
ACADEMY

SUPPORTING PUPILS WITH MEDICAL
CONDITIONS.

POLICY & PROCEDURES

Issue No	Author/Owner	Date Written	To Governor s	Date Approved	Comments
1	DLSA	October 2018	Oct 2018		Review 2020
2					
3					

1. Legislative Context

This policy and its associated procedures are set in the context of the following legislation and guidance.

- The Children and Families Act 2014 Section 100
- Statutory Guidance Supporting pupils at school with medical conditions
- Equality Act 2010
- Special Educational Needs Code of Practice 2014

Vision & Values

The De La Salle Academy is committed to following the teachings of St. John Baptist De La Salle, the patron saint of teachers, by delivering a high quality Christian education based on gospel values to all our students. In the best traditions of a De La Salle school we believe in being inclusive, and we will work hard to meet the needs of each individual student. St. John Baptist De La Salle instructed his teachers as follows:

“Take even more care of the young people entrusted to you than if they were the children of a king.”

Our Mission

Vision – Making a difference

Mission – Challenging Minds

Core Values – Faith, Courage, Respect, Resilience, Independence

2. Key Aims

- Pupils at De La Salle Academy with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The Governing Body will ensure that arrangements are in place in the academy to support pupils with medical conditions.
- The Governing body will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Objectives

- To support children with medical conditions, in terms of both physical and mental health, and ensure they are properly supported in our academy so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.
- To liaise with parents and appropriate health care providers to ensure the pupil's needs are met as fully as is reasonably possible.
- To facilitate re-integration after long periods of absence for medical reasons.
- To manage short term frequent absences through ill health to ensure the pupil does not fall far behind their peers.
- Where deemed necessary to provide an Individual Health Care Plan

4. Implementation of appropriate procedures

(a) Responsibilities

- The SENCO (Ms Jayne Booth) will be the person responsible for oversight of procedures including the appropriate training of relevant staff
- All relevant staff will be informed of the pupil's condition
- Cover arrangements will be planned in the case of absence of a relevant member of staff
- Supply teachers will be appropriately briefed regarding the pupil's needs
- Appropriate risk assessments will be undertaken for any educational visits or out of school activities
- SENCO will oversee the monitoring of the pupil's individual healthcare plan.

(b) Notification of a medical condition

- Arrangements will be put in place to receive a pupil via transition, reintegration or diagnosis.
- Appropriate medical advice will be sought and staff trained
- Where entry into school is mid-term, arrangements will be put in place within two school weeks

5. Individual Health Care Plans

- The person responsible for the establishment and monitoring of an individual health care plan is the SENCO
- IHPs will be reviewed at least annually or on the receipt of evidence which indicates the pupil's needs have changed
- An IHP will be drawn up in consultation with parents, the pupil and relevant health care professionals
- The following aspects should be included in the IHP:
 - 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, e.g. crowded corridors, travel time between lessons;
 - specific support for the pupil's educational, social and emotional needs
 - The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
 - details of who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
 - who in the academy needs to be aware of the child's condition and the support required;
 - arrangements for written permission from parents and the principal for medication to be administered by a member of staff, or self-administered by the pupil during academy hours;

- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

6. Role of Parents

Parents should provide appropriate and relevant information at the earliest opportunity and also implement any agreed strategies in the IHP.

7. Role of Pupils

The relevant pupil should, where appropriate, be involved in their own health care plan and management of their condition. Pupils who are sufficiently competent will be enabled to manage their condition and medication with appropriate support where necessary

8. Roles of staff, school nurse, other healthcare professionals, Local Authority and the Clinical Commissioning Group.

- Staff will receive appropriate training before they take on responsibility for pupils with medical conditions.
- The school nurse may support staff in the implementation of a pupil's IHP
- Other healthcare professionals should notify the academy of any specific needs required to support a pupil with a medical condition.
- Where a pupil's needs cannot be met within the academy the Local Authority has a duty to make other arrangements.
- CCGs should ensure their commissioning arrangements are adequate to provide the ongoing support essential to the safety of vulnerable children whilst in the academy.

9. Staff Training

- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training
- Appropriate training will be provided for all relevant staff.
- Preventative and emergency measures will be provided so that staff can act swiftly in an emergency.

10. Administering of medicines

- Medicines should only be administered at the academy where it would be detrimental to the pupil's health or attendance not to do so.
- No pupil under the age of 16 will be given prescription medicines without the written permission of the parents.
- No pupil under the age of 16 will be given a medicine containing aspirin unless prescribed by a doctor. Other pain relief medication should never be provided without checking the maximum dosage, when a previous dose was taken and parents must be informed.
- The academy can only accept prescribed medicines if in original container and with clear instructions for administration, dosage and storage. The only exception to this may be insulin which must be in date but may be stored in a pen or pump.
- All medicines must be stored safely and be accessible immediately. Medicines and devices such as asthma inhalers, blood glucose testers and adrenaline pens must always be readily available and never locked away. Consideration should be given under risk assessments for medicines on school trips
- Unused medicines will be returned to parents. Sharps boxes will be used for the disposal of needles.
- Controlled drugs must be easily available in an emergency and a record kept of any dosage administered.
- Staff may administer a controlled drug in accordance with prescriber's instructions and a central record kept.
- Any side effects should be noted and reported.

11. Record Keeping

A central written record will be maintained noting the administering of any medicine, including, date, time, dosage and any side effects. Parents will be notified of any medicines administered.

12. Emergencies

- In the event of an emergency staff should follow procedures laid out in the pupil's individual healthcare plan.
- Should the pupil require hospital a member of staff will remain with the pupil until a parent arrives.
- Staff supervising trips should be aware of the relevant risk assessments and emergency procedures and should be equipped with a mobile phone.

13. Unacceptable Practice.

The following is deemed as unacceptable:

- Preventing a pupil from accessing an inhaler or necessary medication
- Assuming a pupil with the same condition requires the same treatment
- Ignoring the views of the pupil or parent
- Sending a pupil home frequently for reasons associated with their medical condition or preventing them for staying for normal school activities, unless it is stated in their IHP.

- If a pupil becomes ill sending them to an office or medical room unaccompanied or with someone unsuitable.
- Penalise pupils for absence associated with their medical condition.
- Preventing a pupil from drinking, eating accessing the toilet or other breaks to meet the requirements of their medical condition.
- Requiring a parent to attend school to administer medication
- Preventing a pupil from accessing an educational visit by requiring a parent to accompany them.

14. Insurance

The Academy provides an appropriate level of insurance by Risk Protection management (RPA).

Staff are covered by the above insurance arrangements when following the procedures as laid out above.

15. Complaints procedures

In the first instance any complaint should be raised with the SENCO who will refer to the appropriate senior member of staff.

Should the complaint not be resolved at this stage the parent may refer to the academy's Complaints Procedure a copy of which is available on our website or from the main school office.

16. Monitoring and Review

The policy will be monitored by means of SENCO reports, analysis of records and will be reviewed annually by the relevant governors' committee and amended in the light of any legislative changes as appropriate.