

Woodhouse Academy

Meeting the Medical Needs of Pupils Policy

Reviewed Summer 2016
Review Date: Summer 2019

Aim

The ultimate aim of this policy is to provide the safeguarding of pupils as defined by the school's Safeguarding Policy.

Introduction

Most children at some time have a medical condition, which could affect their participation in school activities. This may be a short-term situation or a longer term medical condition which, if not properly managed, could limit their access to education. The Governors and staff of Woodhouse Academy wish to ensure that pupils with medical needs receive care and support in our school. We firmly believe that pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school outings or residential trips.

Roles and Responsibility

The ultimate responsibility for the management of this policy lies with the Principal (Mr Hall) and the Governors and they will review it on an annual basis, unless circumstances demand an earlier review.

The Principal (Mr Hall) and Senior Leadership Team (Mrs Butler and Mrs Carney) are responsible for providing training for all staff to support pupils with medical needs.

Teaching and non-teaching staff will manage the policy on a day-to-day basis and ensure that all procedures and protocols are maintained.

Teaching staff and administration staff will work together to ensure accurate and up-to-date records are kept for pupils with medical needs.

The Role of Staff and their 'Duty of Care'

Anyone caring for children, including teachers, non-teaching and administration staff have a common law duty of care to act like any reasonably prudent parent/carer. This duty extends to staff leading activities taking place off site, such as visits, outings, sports fixtures, residential trips and may extend to taking action in an emergency.

Teachers who have children with medical needs in their care should understand the nature of the condition and when and where the child may need extra attention. All staff (teaching and non-teaching) should be aware of the likelihood of an emergency arising and be aware of the protocols and procedures for specific children in school by attending training provided and reading Individual Health Care Plans devised for individual children.

The Role of Parents/Carers

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Parents/carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical condition. They should work with the school and other health professionals to develop an Individual Health Care Plan, which includes an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent's/carer's responsibility to make sure their child is well enough to attend school.

Identification: see 'Communication of the Medical Needs of Pupils at Woodhouse Academy' and 'Identification of Pupils with Asthma'

Upon entry to Woodhouse Academy, parents/carers will be asked to complete admission forms requesting medical information. Throughout the year we request, through our newsletter and website that parents keep us up to date with any changes in medical information. We also annually send out data sheets for parents/carers to check and amend to ensure all our records are up to date.

Individual Health Care Plans (IHCP) see 'Independent Health Care Plan'

The main purpose of an IHCP is to identify the level of support that is needed at the school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help that the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required.

An IHCP will include:

Details of the child's condition

The role the staff can play

Special requirements eg dietary needs, pre-activity precautions etc

Any restrictions on PE or other physical activities

Details of medicines/treatments to be taken during the school day

Possible side-effects of medicines

What constitutes an emergency

What action to take in an emergency

What not to do in an emergency

Who to contact in an emergency

A copy will be given to parents/carers, a copy retained in the medical needs file in Mrs Spender's Room and a copy is given to School Nurse (Amanda Horton). The general medical information sheet entitled 'Woodhouse Academy Medical Information' given to all staff will indicate that the child has an IHCP.

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Communicating Needs see 'Communication of the Medical Needs of Pupils at Woodhouse Academy'

A display board in the Staff Room will be kept up to date by Mrs C Spender with lists of pupils and their medical conditions.

A document called 'Woodhouse Academy Medical Information' containing a list of pupils with medical needs, together with an outline of their medical condition is provided to all teachers, non-teaching staff and lunchtime supervisors. Any medical information sent into the school, both in writing and verbally, concerning medium to long term conditions must be communicated to Mrs C Spender so that all details conveyed to staff is as up to date as possible.

The Assistant Principal (Mrs Carney) is responsible for providing information to any temporary supply staff. This document will be updated at least annually or more frequently as and when changes occur. All staff are advised to keep this in the 'black folder' (confidential pupil information on Safeguarding and Special Educational Needs) provided for such information.

IHCP's for children are kept in a file in the Staff Room where they are accessible to all staff involved in caring for the child.

Physical Activity

The school recognises that most pupils with a medical condition can participate in physical activities and extra-curricular sport. Any restrictions in a pupil's ability to participate in PE or other specific physical activities should be recorded in the IHCP. Any pre-activity precautions should be followed by staff leading the activities. All staff should be aware of issues of privacy and dignity for pupils with particular needs.

School Visits

When preparing risk assessments, staff will consider any reasonable adjustments they might make to enable a pupil with medical needs to participate fully and safely. Arrangements for taking medicines will need to be planned for as part of the risk assessment and visit planning process.

A copy of the IHCP should be taken on trips and visits. Sometimes an additional key adult, who will support the pupil and be responsible for administering medicines, will be asked to go on trips.

Common Medical Conditions

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The school recognises that Anaphylaxis, Asthma, Diabetes, Eczema and Epilepsy are common conditions affecting many children and young people and welcomes all children with these conditions.

The school believes that every child has a right to participate fully in the curriculum and the life of the school, including all outdoor activities and residential trips. The Senior Leadership Team (Mrs Butler and Mrs Carney) ensures that all staff have a good understanding of these conditions through relevant regular training and do not discriminate against any child who is affected.

Anaphylaxis

Anaphylaxis can be triggered by foods (nuts, shellfish, dairy products) and non-foods (wasp and bee stings, certain medicines, latex). The symptoms can be identified by effects on the respiratory system, gastrointestinal system, skin, nervous system and genitourinary system. In the event of an attack it is important to administer an Epipen as soon as possible and then call 999 for an ambulance.

Pupils at risk from Anaphylaxis have an Individual Health Care Plan. A copy of their IHCP is kept in a folder in Mrs Spender's room. All teachers and non-teaching staff receive training in dealing with anaphylaxis annually and updated regularly throughout the year in staff meetings.

Epipens are stored in the set of plastic drawers near the sink in the Staff Room. They are kept in containers which are clearly labelled with the pupil's names. Each pupil should have 2 Epipens and any other relevant medication, such as antihistamines. Mrs C Spender regularly checks the use by date of Epipens and antihistamines and contacts parents to replace.

Asthma

Please see 'Woodhouse Academy Asthma Policy'

Diabetes

The school recognises that Diabetes is a very serious condition, which could result in a hypoglycaemia attack (hypo) where blood sugar levels become too low, or a hyperglycaemia attack (hyper) where blood sugar levels become too high.

Each pupil with Diabetes will have their own Individual Health Care Plan. A copy is to be kept with medication and a copy in Mrs Spender's room. All teaching and non-teaching staff will be made aware of which pupils have Diabetes via the medical notice board in the Staff

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Room, a photograph of each pupil is kept on the teachers' desk in every classroom and the document 'Woodhouse Academy Medical Information' to be kept in black folders. All staff are trained to recognise the symptoms of a hypo or hyper at the start of the academic year and regular updates are given during staff meetings throughout the year. Staff are advised of the importance of allowing the pupil, accompanied by another pupil, to go to the designated trained member of staff (Mrs P Galley, Mrs M Palin or Mrs P Graham) for testing and treatment. The pupils that accompany them will be trained to alert the nearest member of staff if the child with diabetes should deteriorate on the way.

A place of privacy (Mrs Galley's Office) will be provided for pupils to test their blood sugar levels and inject insulin. Designated trained members of staff will supervise the pupil during testing and injecting and keep records of levels and doses. Medication, needles and sharps bin will be kept in a secure place, where pupils with Diabetes can access when required.

Each pupil with Diabetes has an emergency box, which is clearly labelled, with provisions and equipment required to control a hypo or a hyper attack.

Eczema

The school is aware that active (acute) Eczema causes constant itching and can mean sleepless nights and daytime drowsiness. We recognise that children who suffer with eczema may need the support of staff to help them cope with this condition and my need help to apply emollients.

Epilepsy

Each pupil with Epilepsy will have their own Individual Health Care Plan and/or Seizure Management Plan, which is kept in Mrs Spender's room.

Head Lice

Any cases of head lice should be reported to the school/ parents/carers will be advised on an appropriate course of action as advised by the local health authority.

Bladder/Bowel Issues

A pupil may have an IHCP, but this is not always the case. Previous schools/parents will inform Woodhouse Academy about any concerns. School can provide a toilet pass if required, which will allow the pupil to leave the classroom as they need to.

Infectious Diseases

Information concerning the control of infectious diseases can be found on The Health Protection Agency's website; www.hpa.org.uk.

Other Conditions

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Other illnesses and conditions may arise from time to time. The school will consult with whomever is appropriate; parents/carers, Safeguarding Officer (Mrs C Butler), Paediatricians, School Nurse (Amanda Horton) and follow any advice given. Update staff/documentation as and when required.

Administering Medicines

Please see 'Woodhouse Academy Administering Medicines Policy'

Broken Bones and Sprains see 'Risk Assessment—Pupil With An Injury'

If a pupil has sustained injury such as a broken bone or a sprain, which restricts their movement around school, a risk assessment should be carried out before the pupil returns to the school. This will help the school consider the support required to enable the pupil to access as many lessons as possible without unnecessary risk to their own safety or the safety of other pupils. Agreements will be reached between the school, the pupil and his/her parents on the level of support required. Completed risk assessment forms to be kept in a folder in the school office.

First Aid

The named first aiders, who should be called in an emergency situation, are:

Mrs P Graham	Miss N Dodds
Mrs C Spender	Mrs C Washington
Mr R Sumner	Miss S Brown
Miss E Bowers	Mrs J O'Reilly
Mr A Merali	
Miss G Toft	
Miss R Billings	

When a pupil has received first aid treatment, a note to inform parents/carers will be written in or stapled into their Pupil Planner.

In the event of a more serious accident, parents/carers will be informed by telephone as soon as possible. If hospital treatment is required, but a parent/carer is not available, a member of staff will accompany the pupil to hospital and stay with them until a parent/carer arrives.

Details of all accidents/injuries and treatments are recorded in the Accident Book, which is kept in the reception office.

When a pupil becomes ill at school

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A pupil will tell an adult that they were feeling unwell. The adult will assess the situation and refer to their Head of Key Stage, if required.

Other Agencies

The School Nurse, Diabetic Nurses, Paediatricians or other specialist bodies may be able to provide additional background information for school staff. Any requests or referrals to these services will only be made with parental consent.

Confidentiality

Staff must always treat medical information confidentially. Agreement should be reached between parents/carers and the school about who else should have access to records and other information about a pupil and this will be detailed in their Individual Health Care Plan.

If information is withheld from staff, staff will not generally be held responsible if they act incorrectly in giving medical assistance, but otherwise in good faith.