

Go Fish Education Ltd

Supporting Students with Medical Needs and Administration of Medicines Policy

Policy Statement

The Go Fish Education understands the importance of medication. Children may need medication in the following circumstances:

1. During a short term illness or condition, such as the requirement to take a course of antibiotics.
2. For treatment of a long term medical condition which may require regular medicines to keep them well.
3. Medication in particular circumstances, such as children with severe allergies who may need an emergency treatment such as adrenaline injection.
4. Daily medication for a condition such as asthma, where children may have the need for daily inhalers (and, potentially additional assistance during an asthma attack).
5. We are an inclusive community that aims to support and welcome students with medical conditions as follows:

- a. We understand that it has a responsibility to make the provision welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b. We aim to provide all students with all medical conditions the same opportunities as others in education. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.
- c. Students with medical conditions are encouraged to take control of their condition.
- d. We aim to include all students with medical conditions in all school activities.
- e. Parents/carers of students with medical conditions are aware of the care their children receive.
- f. We will ensure all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff have access to information about what to do in an emergency.
- h. This school understands that certain medical conditions are serious and can be potentially life-threatening.
- i. All staff have an understanding of the common medical conditions that may affect children at this provision
- j. Staff receive regular updates about student's medical conditions
- k. The medical conditions policy is understood and followed by the whole school.

Legislation And Statutory Responsibilities

This policy is based on Section 100 of the Children and Families Act 2014 and the Department for Education's statutory guidance: Supporting students at school with medical conditions:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Responsibilities

Each member of the community knows their roles and responsibilities in maintaining an effective medical conditions policy

- a. Go Fish Education works in partnership with all interested and relevant parties including the school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

The Directors have a responsibility to:

- Ensure the Go Fish Education is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and the Local Authority.
- Ensure every aspect of the policy is maintained.
- Monitor and review the policy at regular intervals, with input from, parents/carers, staff and external stakeholders.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Call an ambulance in an emergency.
- Understand the school's medical conditions policy
- Know which students in their care have a complex health need and be familiar with the content of the student's Individual Health Plan.
- Know the schools registered first aiders and where assistance can be sought in the event of a medical emergency.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school.
- Ensure students who need medication have it when they go on a school visit or out of the classroom.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact these can have on students.
- Ensure that all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure that students have the appropriate medication or food during any exercise and are allowed to take it when needed.

Teaching staff have an additional responsibility to also:

Ensure students who have been unwell have the opportunity to catch up on missed school work.

Be aware that medical conditions can affect a student's learning and provide extra help when students need it

Liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.

First aiders have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses.
- When necessary ensure that an ambulance is called.
- Ensure they are trained in their role.

Special educational needs coordinators have the additional responsibility to:

- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the Directors and notify them of any students identified as having a medical condition.

Students have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another student is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

We will ensure that parents / carers have been clearly communicated that they have the following responsibilities:

Parents/carers have a responsibility to:

- Tell the provision if their child has a medical condition or complex health need
- Ensure that Go Fish Education have a complete and up-to-date Individual Health Plan if their child has a complex health need.
- Inform the Go Fish Education of any changes to their child's condition.
- Ensure that Go Fish Education has full emergency contact details for them.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

- If the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Have completed/signed all relevant documentation.

Communication

- a. Go Fish Education staff are informed and regularly reminded about the school's medical conditions policy:
- b. Through staff meetings and through scheduled medical conditions updates.
- c. Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person (Dylan Brown), any medical needs or Individual Healthcare Plans related to the children in their care and how to respond in emergencies.
- d. Staff are made aware of any Individual Healthcare Plans as they relate to their teaching/supervision groups.
- e. Information regarding students with serious medical conditions are all placed on the wall in Kerry's Office and shared
- f. Staff at Go Fish Education are aware of the most common serious medical conditions at this school.
- g. Staff at Go Fish Education understand their duty of care to students both during, and at either side of the session. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- h. Staff receive updates at least once a year for asthma and other medical needs where necessary and need and know how to act in an emergency
- i. This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help.
- j. This school has procedures in place so that a copy of the student's Individual Health Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

If a student needs to be taken to hospital, where possible, a member of staff will accompany them and will stay with them until a parent/carer arrives. Go Fish Education will try to ensure that the staff member will be one the student knows. The staff member concerned should inform a Director of Go Fish Education.

Record Keeping

The Directors will ensure that all medicine administered to students will be recorded in the Accident Book. Parents/carers will be informed if their student has become unwell and needs to be collected or has had an accident which has required first aid.

Intimate Care

Go Fish Education does not have qualified staff to deliver intimate care, however, the Director will facilitate a space for intimate care to be carried out if the students' parent/ carer or qualified healthcare professional needs to attend.

Registration Forms

Parents/carers at this school are asked if their child has any medical conditions. It is the parents/carers responsibility to notify the school of their child's medical conditions and support needed and to keep the Go Fish Education updated when there are changes in their medical needs or condition.

Individual Healthcare Plans

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a student with a complex health need in their care.
- Identify important individual triggers for students with complex health needs at Go Fish Education that bring on symptoms and can cause emergencies. Go Fish Education uses this information to help reduce the impact of triggers.
- Ensure that Go Fish Education's emergency care services have a timely and accurate summary of a student's current medical management and healthcare in an emergency

Drawing up Individual Healthcare Plans

Students with a professional diagnosis of a physical or mental health condition should have an individual health care plan. Go Fish Education uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required. It is the parent's/carer's responsibility to provide the Individual Health Plan.

Individual Health Plan register

- a. Individual Healthcare Plans are used to create a centralised register of students with complex health needs. The SENDCo has responsibility for the register at this school. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools record system.

Ongoing communication and review of Individual Healthcare Plans

- a. Parents/carers at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date, not exceeding 1 year.
- b. Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Healthcare Plans

- a. Parents/carers and students should keep their own copy of the student's current agreed Individual Health Plan, before sending into Go Fish Education
- b. This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- c. The information in the Individual Health Plan will remain confidential unless needed in an emergency.
- d. A copy of individual Healthcare Plans are copied to a student's file.

Administration of Medicines

We do not administer medicines at Go Fish Education. If needed, parents/carers can attend the provision to administer the medication if necessary.

Physical environment

Go Fish Education we aim to meet the needs of students with medical conditions and to ensure that the physical environment at this provision is as accessible as possible.

Social interactions

This school ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of students with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that students with medical conditions and we raise awareness of medical conditions amongst students and to help create a positive social environment.

We understand the importance of all students taking part in sports, games and activities. Go Fish Education seeks to ensure all teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

Go Fish Education seeks to ensure that all teachers understand that if a student reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Go Fish Education ensures all teachers are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

Unacceptable practice

Go Fish Education staff use their discretion and judge each case individually with reference to the student's IHCP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child Administer, or ask students to administer, medicine in school toilets

Risk Assessments

Risk assessments are carried out by Go Fish Education prior to any out-of-school visit or off site provision and medical conditions are considered during this process. Go Fish Education considers: how all students will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

Go Fish Education understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities.

Evidence and Effectiveness/Impact of Monitoring

This policy will be monitored every year by the Directors. If during the school year an incident occurs which requires this policy to be reviewed or amended, then the Director will be alerted.

Parents/carers with a complaint about their child's medical condition should discuss this directly with the Director.

Policy dated March 2023

Review date July 2023