



A new approach to Education.

Medical Conditions & Medical Administration Policy

Support for Pupils

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STATEMENT

Educan, Algarve (also designated from now on as learning centre) will ensure that arrangements are in place to support pupils with medical conditions so as to enable them to access and enjoy the same opportunities as any other child. The focus will be on the needs of each individual child and how their medical condition impacts on their learning. The policy aims to provide clear guidance and procedures to staff and parents/carers.

The learning centre will work together with parents, pupils, local authorities, health professionals such as specialist nurses and other support services to ensure that children with medical needs receive a full education. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part-time attendance. Consideration will be given to how children will be reintegrated after periods of absence.

No child with a prior or present medical condition will be denied admission or prevented from taking up a place at Educan, Algarve in the absence of reporting that medical condition. However, in keeping our safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We retain the right not to accept a child at Educan, Algarve at times, where it would be detrimental to the health of that child or to others.

SHORT TERM MEDICAL NEEDS

Many pupils will need to take medication (or be given it) at some time. These are expected to be mostly short-term, for example, to finish a course of antibiotics or apply a lotion. , and with support should result in reduced time away from the learning centre. Medication should only be taken into **Educan, Algarve** when absolutely necessary.

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside learning hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

PROCEDURES

The following procedures are to be followed when notification is received that a pupil has a medical condition.

1. A parent or a health care professional informs **Educan, Algarve** that:
 - A child has been newly diagnosed, or;
 - Is due to attend a new learning establishment, or;
 - Is due to return to **Educan, Algarve** after a long-term absence or
 - Has medical needs that have changed.
 - Are taking short term medications
2. The Management Team co-ordinates a meeting to discuss the child's medical support needs, and identifies the member of staff who will provide support to the child for children with ongoing medical needs.
3. A meeting shall be convened in order to discuss and agree on the need for an individual health care plan (IHCP). The meeting will include the key staff, child, parent, relevant healthcare professional and other medical/healthcare clinician deemed as appropriate (or to consider written evidence provided by them).
4. An IHCP will be developed in partnership and the meeting will determine who will take the lead in writing it. Input from a healthcare professional must be provided.

Some children may have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. Where this is the case the IHCP should be linked to or become part of that statement or EHC plan.

Where a child has Special Educational Needs but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

5. Staff training needs will be identified with a sufficient number of staff trained to ensure cover for sickness periods or staff turnover.

6. The healthcare professional commissions or delivers appropriate training and staff are signed off as competent. A review date for training will be agreed.
7. The IHCP will be implemented and circulated to all relevant staff. Any contracting staff will be informed that an IHCP is in place.
8. The IHCP will be monitored and reviewed annually or when the medical condition changes. The parent or healthcare professional may initiate the review.

INDIVIDUAL HEALTHCARE PLANS

Not all pupils with medical needs will require an IHCP. [Educac, Algarve](#), together with the healthcare professional and parent will agree, based on evidence, whether a health care plan would be inappropriate or disproportionate. If consensus cannot be reached, the Management Team will take the final view.

The following will be considered when deciding what information will be recorded on IHCPs or Medical Administration Forms:

- The medical condition, its triggers, signs, symptoms and treatment;
- The pupil's resulting needs, including medication (dosage, side effects and storage) and other treatments;
- Specific support for the pupil's educational, social and emotional needs;
- The level of support needed, including in emergencies. If a child is self-managing his/her medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, training needs, role expectations and confirmation of proficiency, and cover arrangements in case they are unavailable;
- Who at [Educac, Algarve](#) needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents and the Management Team for medication to be administered by a member of staff or self-administered by the pupil during the time at the Learning Centre;
- Separate arrangements or procedures required for educational trips or other activities outside of normal [Educac, Algarve](#) 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; and
- What constitutes an emergency and procedure, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician.

ROLES AND RESPONSIBILITIES

1. Management Team

- Ensure that **Educan, Algarve** policy for supporting pupils with medical needs is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all staff who need to know are aware of the child's condition.
- Ensure sufficient number of trained staff are available to implement and deliver all required IHCPs.
- Have overall responsibility for the development of IHCPs, including contingency and emergency arrangements.
- Ensure that staff are appropriately insured and are aware they are insured to support pupils in this way.

2. Staff

- The staff identified as co-ordinator(s) for monitoring the provision of support to pupils with medical conditions are listed on the First Aiders list held in the office.
- Any member of staff may be asked to provide support to pupils with medical conditions, including administering of medicines, although they cannot be required to do so.
- Should receive suitable and sufficient training and achieve the necessary level of competency before they assume responsibility to support children with medical conditions.
- Should know what to do and respond accordingly once aware that a pupil with a medical condition needs help.
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3. Pupils

- Should be fully involved in discussions regarding their medical support needs and contribute to, and comply with, the development of their IHCP.
- Other pupils to be encouraged to be sensitive to the needs of those with medical conditions.

4. Parents

- Provide **Educan, Algarve** with sufficient and up to date information about their child's medical needs.
- As key partners, should be involved in the development and review of their child's IHCP or Medical Administration Form and may be involved in its drafting.
- Carry out any action they have agreed to as part of the IHCP/Medical Administration Form implementation (this to include ensuring equipment/medications are taken in to **Educan, Algarve**).

STAFF TRAINING AND SUPPORT

1. Any member of staff providing support to a pupil with medical needs should have received suitable training. Where staff already have some knowledge of specific support needed by a child, training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.
2. The relevant healthcare professional should normally lead in identifying the type and level of training required, and how this can be achieved.
3. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements as set out in IHCPs. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
4. Staff MUST NOT give prescription medicines under healthcare procedures without appropriate training (updated to reflect any IHCPs). In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for **Educan, Algarve** to decide, having taken into consideration the training requirements as specified in pupils' IHCPs/Medical Administration Form.
5. All staff to receive awareness training of the **Educan, Algarve's** policy for supporting pupils with medical conditions and their role in implementing that policy. This will form part of staff induction training.

CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

1. Where a child is deemed competent to manage his/her own health needs and medicines, this should be encouraged and this should be reflected within IHCPs/Medical Administration Form – this is likely only to be asthma inhalers and/or diabetic medication.
2. Wherever possible, children should be allowed to access their medicines for self-medication quickly and easily, but with an appropriate level of supervision.
3. If a child refuses to take medicine or carry out necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHCP. Parents should be informed so that alternative options can be considered.

MANAGING MEDICINES while at Educan, Algarve

1. Medicines will only be administered at **Educan, Algarve** when it would be detrimental to a child's health or attendance not to do so.
2. No child under 16 will be given prescription or non-prescription medicines without their parent's written consent.
3. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside learning hours.
4. **Educan, Algarve** will only accept prescribed medicines that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instruction for administration, dosage and storage. The exception to this is insulin which may be in a pen or pump but it must still be in date.
5. All medicines will be stored safely in a location which is known and accessible, with supervision, to the child. Where relevant the child should know who holds the key to the storage facility. Medicines such as asthma inhalers must always be readily available to the child and not locked away. This is particularly important when outside the premises e.g. educational trips.
6. At **Educan, Algarve**, controlled drugs that have been prescribed will be securely stored with only named staff having access. A record will be kept of any doses used and the amount of the controlled drug held at the Learning Centre.
7. Staff may administer a controlled drug to a child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
8. **Educan, Algarve** will keep a record of all medicines administered to individual children stating what, how and dosage administered, when and by whom. Any side effects should also be recorded.
9. When no longer required, medicines should be returned to parents to arrange for safe

disposal. Medicines should also be returned to parents during holiday periods.

EMERGENCY PROCEDURES

1. Each IHCP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures and where appropriate that other pupils know what to do if they think help is needed.
2. If a child is taken to hospital, a member of staff will stay with the child until the parent arrives.

ASTHMA

Any pupil with diagnosed Asthma should have a completed an Asthma Card. These will be issued to the parent at the time of joining **Educan, Algarve** where the parent has informed them that their child is a diagnosed asthmatic. The card must be completed by the GP and returned to **Educan, Algarve**.

USE OF EMERGENCY ASTHMA INHALERS

Educan, Algarve *does not* have emergency asthma inhalers.

DEFIBRILLATORS

A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. **Educan, Algarve** *does not have* a defibrillator.

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

1. **Educan, Algarve** will actively support pupils with medical conditions to enable them to participate in educational trips and visits or in sporting activities, and not prevent them from doing so.
2. **Educan, Algarve** will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on educational trips and visits. It is best practice to include this as part of the activity risk assessment to ensure that pupils with medical conditions are included.

UNACCEPTABLE PRACTICE

The following is regarded by **Educan, Algarve** as unacceptable practice:

- Preventing children from easily accessing their inhalers and medication, and administering when necessary;
- Assuming that every child with the same condition requires the same treatment;
- Ignoring the views of the child, their parents, medical evidence or opinion;
- Sending children with medical condition home frequently or preventing them from staying for normal activities;
- If a child becomes ill, sending them to the Learning Centre office or medical room unaccompanied or with someone unsuitable;
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively;
- Preventing children from participating, or create unnecessary barriers to children participating, in any aspect of learning, including educational trips, e.g. by requiring parents to accompany the child.
- An incorrect dose is inadvertently given or the administration is overlooked.

COMPLAINTS

If parents or pupils are dissatisfied with the support provided by the Learning Centre to pupils with medical conditions, they should discuss their concerns directly with **Educan, Algarve**. If the issue remains unresolved, they may file formal complaint via the complaint book.

This Policy was created in March 2021 and will be reviewed annually or as it seems pertinent by **Educan, Algarve** and its Management Team.

The Management Team
