



**KING'S PARK
ACADEMY**

High Expectations Lead to High Achievers

Supporting Pupils with Special Medical Needs Policy

Adopted by Academy Advisory Committee: October 2018

To be reviewed: October 2020

**HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS
PART OF AMBITIONS ACADEMIES TRUST**

King's Park Academy

Supporting Pupils with Special Medical Needs Policy

King's Park Academy endeavours to ensure that all its pupils achieve success in their academic work in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in the academy is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to King's Park Academy as other children and cannot be excluded from the academy on medical grounds alone.

Teachers and support staff are in 'loco parentis' and may need to take swift action in an emergency, both at the academy and off site, for example during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information.

1. Aims

King's Park Academy aims to:

- a) Follow the statutory guidance supporting pupils at school with medical conditions April 2014.
- b) Assist parents in providing medical care for their children.
- c) Produce in conjunction with Parents, Health Care Professionals and SENCO individual Health Care Plans where necessary. See Annex 1.
- d) Educate staff and pupils in respect of special medical needs.
- e) Adopt and implement any national or LA policies in relation to medication in academies.
- f) Arrange training for staff who support individual pupils with special medical needs.
- g) Liaise as necessary with medical services in support of the pupil.
- h) Ensure that pupils with special medical needs are enabled to access the full life of the academy where possible.
- i) Maintain appropriate records.

2. Entitlement

King's Park Academy accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils

King's Park Academy believes that pupils with medical needs should be enabled to achieve full attendance and receive necessary proper care and support.

King's Park accepts all employees have rights in relation to supporting pupils with medical needs in relation to:

- a) Access to Health Care Plans (HCP)/Education Health Care Plans (EHCP).
- b) Choosing whether or not to become involved
- c) Receiving appropriate training
- d) Working to clear guidelines as detailed in the EHCP & HCP
- e) Any concerns about legal liability
- f) Bringing any concerns they have about supporting pupils with medical needs to the management

3. Expectations

We do not expect parents to ask staff to administer medication unless it is absolutely essential (a) that this takes place during school hours and (b) that the pupil is unable to do so him/herself either because of the complexity of the procedure or because the pupil would not normally have access to prescription medication without supervision.

Where parents have asked the academy to administer the medication for their child we expect them to ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for academy use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by academy staff.

King's Park Academy will deal with each request to administer medication or offer other support to a pupil with special medical needs separately.

The academy will liaise with the School Health Service for advice and information about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil. An Education Health Care Plan or Health Care Plan will be put in place if appropriate.

4. Practice

When a parent requests that we administer medication in the academy school we will:

- a) Ask the identified person to consider whether or not they are prepared to administer the medication.
- b) Discuss with the Associate Principal and obtain the parent's written consent for the administration of the medication required
- c) If they are in agreement we will undertake a risk assessment to consider the viability of administering the medication at the academy.
- d) If it is viable for the Academy to administer the medication we will then work with the parent to set up a HCP for the pupil
- e) We will ensure that the medication is kept in a secure place during the Academy day, that it is only accessed by the identified person, and that each

time the medication is administered the academy's medication record is completed.

- f) At the end of the school day or at the end of each week, or at the end of term (whichever is appropriate) we will ensure that any leftover medication is handed back to the parent/carer by the identified person.
- g) Out of date medication is the responsibility of the parent. If the parent/carer does not come to the academy to collect the medication it will be destroyed using approved methods and this will be recorded in the medication register.
- h) When the pupil comes to the end of his/her course of treatment the HCP will be marked 'treatment completed' but will be retained on the pupil's academy record should it be needed for future reference.
- i) The academy will also keep the medication record in the academy's secure archives so that any future queries can be resolved.

Key Codes:

SENCO – Special Education Needs Co-ordinator
LA – Local Authority
EHCP – Education Health Care Plan
HCP – Health Care Plans

Health Care Plan

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|--|---|-----------------|
| Surname | Forename | |
| Address | Contact Telephone numbers: Name: Relationship to Pupil: Home: Work: Mobile: Other: | |
| Siblings: | Date of Birth: | School/Academy: |
| Siblings: | Date of Birth: | School/Academy: |
| Siblings: | Date of Birth: | School/Academy: |
| Doctor: Telephone Number: | Address: | |
| Medical Conditions: Please list below all diagnosed illnesses not mentioned below including SEN and give details of symptoms. | Medication prescribed: Please list dosage and frequency and indicate if the pupil is responsible for administering their own medication. | |
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| Name | ✓ |
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| Allergy (Name of allergen, symptoms, treatment) | |
| Asperger's Syndrome | |

| Name | ✓ |
|-----------------|---|
| Heart Murmur | |
| Heart condition | |

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| Asthma (How severe and what treatment may be needed) | |
| Attention Deficit Disorder | |
| Attention Deficit Hyperactivity Disorder | |
| Autistic Spectrum Disorder | |
| Bronchitis | |
| Blind | |
| Crohn's Disease | |
| Dermatitis | |
| Diabetes (what core treatment may be required in school) | |
| Dyslexia | |
| Dyspraxia | |
| Encopresis (soils) | |
| Enuresis (Daytime Wetting) | |
| Eczema | |
| Epilepsy (How severe and what treatment may be needed) | |
| Grommets/ Glue Ear | |
| Hearing Loss – Conductive | |
| Hearing Loss – Sensori-neural | |

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| Insomnia | |
| Irritable Bowel Syndrome | |
| Juvenile Arthritis | |
| Klinefelter's Syndrome | |
| Leukaemia | |
| Myalgic Encephalomyelitis | |
| Osteogenesis Imperfecta (Brittle Bones) | |
| Psoriasis | |
| Pulmonary Stenosis | |
| Prader-Willi Syndrome | |
| Reflux | |
| Tietze's Syndrome | |
| Tourette's Syndrome | |
| Tuberous Sclerosis | |
| Turner Syndrome | |
| Ulcerative Colitis | |
| Von Williebrands Disease | |
| Williams Syndrome | |

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| Allergies: Please list below all triggers | Allergic reactions: Please list all known reactions |
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| Describe what constitutes an emergency for the pupil, the action to be taken if this occurs and who is responsible. | |
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| Outline any specific support for the pupil's educational, social and emotional needs. Any other arrangements necessary for offsite activities. | |
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| Outline any specific training requirements identified for the pupil's medical needs. | |
| <p>Training completed _____</p> <p style="text-align: center;">Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Trained Staff</p> | |
| Would you like to meet with the school nurse to discuss the management of your child's condition at the academy? | Yes No |
| Do you give permission for the school to administer First Aid to your child? | Yes No |
| Do you give permission for the school to telephone your child's GP? | Yes No |
| Date plan drawn up: | Signed by Community Paediatrician |
| Date of review | Signed by Parent |
| Signed by SENCO | Signed by Principal |