



Enriching children's lives through practical learning and
outdoor activities

Supporting Children with Medical Needs Policy

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1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how 'Flourish at The Farm' will support students' medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

'Flourish at The Farm' will implement this policy by:

- Making sure enough staff are suitably trained
- Making staff aware of a student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions

2. Roles and responsibilities

The directors will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there are sufficient trained staff available to implement this policy -including in contingency and emergency situations
- Make sure that 'Flourish at The Farm' staff are appropriately insured and aware that they are insured to support students in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date and that supporting students with medical conditions during 'Flourish at The Farm' hours is not the sole responsibility of one person.

Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines. Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Parents/carers/schools or council representatives will:

- Provide 'Flourish at The Farm' with sufficient and up-to-date information about their child's medical needs. Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs.

3. Equal opportunities:

'Flourish at The Farm' is clear about the need to actively support students with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so. 'Flourish at The Farm' will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

4. Being notified that a child has a medical condition

When 'Flourish at The Farm' is notified that a student has a medical condition, we will make every effort to ensure that arrangements are put into place by the time they enrol and start their learning activities.

5. Managing medicines

Prescription and non-prescription medicines will only be administered at 'Flourish at The Farm':

- When it would be detrimental to the student's health or attendance not to do so and
- Where we have parents' written consent. Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

'Flourish at The Farm' will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. 'Flourish at The Farm' will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away. Medicines will be returned to parents to arrange for safe disposal when no longer required.

6. Controlled drugs:

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other

controlled drugs are kept in a secure cupboard in the office and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Students managing their own needs Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents. Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will inform parents so that an alternative option can be considered, if necessary.

7. Unacceptable practice:

‘Flourish at The Farm’ staff should use their discretion and judge each case individually, 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 to us.
- If the student becomes ill, send them to the office unaccompanied or with someone unsuitable
- 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 ‘Flourish at The Farm’ life.
- Administer, or ask students to administer, medicine in ‘Flourish at The Farm’ toilets

8. Emergency procedures

Staff will follow normal emergency procedures (for example, calling 999).

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives or accompany the student to hospital by ambulance. 'Flourish at The Farm' has an incident report book that all staff are trained to fill in.

9. Training Staff

Staff who are responsible for supporting students with medical needs will receive suitable and enough training to do so. 'Flourish at The Farm' has signed up to Educare courses as well as arranged regular training by qualified medical professionals.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Education Manager. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

'Flourish at The Farm' will ensure that written records are kept of all medicine administered to students. Parents will be informed if their child has been unwell at school.

11. Liability and indemnity

The directors will ensure that the appropriate level of insurance is in place and appropriately reflects 'Flourish at The Farm' level of risk.

12. Complaints

Parents with a complaint about Flourish support for their child's medical condition should discuss the issues directly with the Directors. If the Directors cannot resolve the matter, they will direct parents to 'Flourish at The Farm's' complaints procedure.

13. Monitoring arrangements

This policy will be reviewed by the Senior Leadership Team every year.

14. Links to other policies

This policy links to the following policies:

- Complaints
- First aid
- Health and safety
- Child Protection and Safeguarding