



St Edward's
Church of England
Academy

Epi Pen Policy

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Non Statutory Policy

RECOGNISE • ENCOURAGE • STRIVE • PREPARE • EMPATHISE • CHRISTIAN • TEAMWORK



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The Vision for Education within a Church of England Academy

There are fundamental reasons, rooted in the Bible, which have motivated centuries of Christian involvement in schooling in this country and around the world. The God of all creation is concerned with everything related to education.

There is a fresh articulation of the Church of England's vision for education as we meet the challenges and take the opportunities offered by the present situation. It is not simply for Church schools but, recognising the Church of England's involvement in education over many centuries, seeks to promote educational excellence everywhere, for everyone. In Church schools like St Edward's Church of England Academy, the deeply Christian foundation for this vision will be seen explicitly in teaching and learning both in RE and across the curriculum, and also in the authentically Christian worship and ethos. The Church's vision for education can be expressed and promoted as one of human flourishing that inspires what the school is and does.

The vision is deeply Christian, with the promise by Jesus of 'life in all its fullness' at its heart. This vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but set them in a wider framework. This is worked out theologically and educationally through four basic elements which permeate our vision for education:

- Wisdom
- Hope
- Community
- Dignity

The vision, in line with the Church of England's role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system.



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St Edward's Church of England Academy Ethos and Values

The ethos and values of St. Edward's Church of England Academy are based on the teachings of Jesus Christ and underpin everything that we are and do, which is encompassed in the word 'RESPECT'.

Each letter links to the Academy motto – *Learn for Life*

'Learn for Life'

- **R**ecognise and **E**ncourage - everyone's potential, individual skills and talents
- **S**trive to be the best we can be
- **P**repare for the challenges of life
- **E**mpathise - promoting the values of respect, kindness, compassion, fairness, forgiveness, love, honesty and trust
- **C**hristian – a community where we learn from the teachings of Jesus so that we can contribute to the family of St Edward's and beyond
- **T**eamwork – an environment where we work together so we can all achieve our potential



St Edward's Church of England Academy

St Edward's Church of England Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum, or as much as their condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

Key Roles and Responsibilities

a) The Local Authority is responsible for:

- 1) Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- 2) Providing support, advice, guidance and training to schools and their staff to ensure Medical Care Plans (MCP's) are effectively delivered.
- 3) Working with schools, to ensure pupils attend full-time, or to make alternative arrangements for the education of some pupils, who may need to be out of school for fifteen days or more, due to health needs and who otherwise would not receive a suitable education.

b) The Governing Body of St Edward's Church of England Academy is responsible for:

- 1) Ensuring arrangements are in place to support pupils with medical conditions.
- 2) Ensuring the policy is developed collaboratively across service, clearly identified roles and responsibilities and is implemented effectively.
- 3) Supporting Pupils with Medical Condition Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/origin, religion or belief, gender or disability.
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential.



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- 6) Ensure that relevant training is delivered to a sufficient member of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- 7) Ensuring written records are kept of, any and all, medicines administered to pupils.
- 8) Ensuring the policy sets out procedures in place for emergency situations.
- 9) Ensuring the level of insurance in place reflects the level of risk.
- 10) Handling complaints regarding this policy as outlined in the Academy's complaints policy.

c) The Principal is responsible for:

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- 2) The day-to-day implementation and management of the supporting Pupils with Medical Conditions Policy and Procedures of St Edward's Academy.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff who need to be aware of a child's medical condition.
- 5) Developing Medical Care Plans (MCP's).
- 6) Ensuring a sufficient number of trained members of staff are available to implementing the policy and deliver MCP's in normal, contingency and emergency situations.
- 7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring that more than one staff member is identified, to cover holidays/absences and emergencies.
- 8) Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- 9) Continuous two-way liaison with school nurses and school in case of any child who has or develops an identified medical condition.
- 10) Ensuring confidentiality and data protection.
- 11) Considering the purchase of a defibrillator.
- 12) Voluntary holding 'spare' salbutamol asthma inhalers for emergency use.



d) Staff members are responsible for:

- 1) Taking appropriate steps to support children with medical conditions, and familiarising themselves with necessary procedure, which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- 2) Knowing where controlled drugs are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons.
- 4) Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- 5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

e) School nurses are collaborative for:

- 1) Notifying the school when a child has been identified as requiring medical support in school due to a medical condition at any time in their school career.
- 2) Supporting staff to produce an MCP and then participate in regular reviews of the MCP. Giving advice and liaison on training needs.
- 3) Liaising locally with lead clinicians on appropriate support. Assisting the Principal in identifying training needs and providers of training.

f) Parents and Carers are responsible for:

- 1) Keeping the Academy informed about new medical condition or changes to their child/children's health.
- 2) Participating in the development and regular reviews of their child's MCP.
- 3) Completing a parental consent form to administer medicines or treatment before bringing medication to school.
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 5) Carrying out actions assigned to them in the MCP with particular emphasis on, they or a nominated adult, being contactable at all times.



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g) Pupils are responsible for:

- 1) Providing information on how their medical condition affects them.
- 2) Contributing to the MCP.
- 3) Complying with their MCP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training and Staff

- a) Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Condition Policy' as part of their induction.
- b) The clinical lead for each training area/session will be names on each MCP.
- c) No staff member may administer prescription medicines, or undertake and healthcare procedure, without undergoing specific training to the condition and signed off as competent.
- d) School will keep a record of medical conditions reported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health and Safety SCC, and Risk, Insurance and Governance Manager, SCC.

Medical Conditions Register/List

- a) School admission forms should request information on pre-existing medical conditions. Parents must have easy access to inform school at any point in the school year if a condition develops or is diagnosed. Consideration should be given to seeking consent from GPs to have input into the MCP and also to share information for recording attendance.
- b) A medical conditions list or a register should be kept, up-dated and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, with easy access.
- c) Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.



- d) For pupils on the medical conditions list, key stage transition points meeting should take place in advance of transferring to enable parent, school and health professionals to prepare MCP and train staff if appropriate.

Medical Care Plan

- a) Where necessary (Principal will make the final decision) a Medical Care Plan will be developed in collaboration with the pupil, parents/carers, Principal, Special Educational Coordinator (SENCO) and medical professionals.
- b) MCP's will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying MCP as visitors/parents helpers may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet locations for storage such as intranet or locked files is more appropriate. **However, in the case of conditions with potential life-threatening implications the information should be clearly and accessible to everyone.**
- c) MCP's will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d) Where a pupil has an Education, Health and Care Plan or special needs statement, the MCP will be linked to it or become part of it.
- e) Where a child is returning from a period in hospital education or alternative provision for home tuition, collaboration between LA/AP provider and school is needed to ensure that the MCP identifies the support the child needs to reintegrate.

Transport arrangements

- a) Where a pupil with MCP is allocated school transport, the school should invite a member of Staffordshire County Council Transport Team who will arrange for the driver or escort to participate in the MCP meeting. A copy of the MCP will be copied to the Transport Team and kept on the pupil record. The MCP must be passed to the current operator for use by the driver/escort and the Transport Team will ensure that the information is supplied when a change of operator takes place.



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- b) For some medical conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to the school and include in the specification to tender for that pupil's transport.
- c) When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labeled with name and dose etc.
- d) Controlled drugs will be kept under supervision of the adult in the car throughout the journey and handed to a school member on arrival. Any change in this arrangement will be reported to the Transport Team for approval or appropriate action.

Education Health Needs (EHN) Referrals

- a) Any Pupil of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange provision for such pupils.
- b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

- a) Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b) If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- c) No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- d) No child under the age of 16 will be given medication containing aspirin without a doctor's prescription.



- e) Medicines MUST be in date, labeled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- f) A maximum of 4 week's supply of the medication may be provided to the school at one time.
- g) A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access; Controlled drugs should easily be available in an emergency.
- h) Medications will be stored in the school office. There is a facility to lock medicines in a safe cupboard.
- i) Any medications left over at the end of the course will be returned to the child's parents/carers.
- j) Written records will be kept of any medication administered to children.
- k) Pupils will never be prevented from accessing their medication.
- l) Emergency salbutamol inhaler kits may be kept voluntarily by the school.
- m) General posters about medical conditions (diabetes, asthma, epilepsy etc.) are visible in the school office, kitchen and staff room.
- n) St Edward's Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- o) Staff will not force a pupil, if the pupil is refusing to comply with their health procedure, and the resulting actions will be clearly written into the MCP which will include informing parents.

Emergencies

- a) Medical emergencies will be dealt with under the school's emergency procedure which will be communicated to all relevant staff so that they are aware of signs and symptoms.
- b) Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.



- c) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day Trips, Residential Visits and Sporting Activities

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with a medical condition can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice, risk assessment should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. On trips and visits will be separate to the normal day to day MCP requirements for the school day.

Avoiding Unacceptable Practice

The following behavior is unacceptable at St Edward's Academy:

- a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupils and/or their parents/carers or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities in school.
- e) Sending the pupil to the office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged or forcing parents to attend to administer medication or provide medical support, including toilet issues.
- h) Creating barriers to children participating in school life, including school trips.
- i) Refusing to allow pupils to eat, drink or use the toilet when they need in order to manage their condition.



Insurance

- a) Teachers who undertake responsibilities within this policy will be assured by the Principal that are covered by the LA/school's insurance.
- b) Full written policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.

Complaints

- a) All complaints should be raised with the school in the first instance.
- b) The details of how to make a formal complaint can be found in the Academy Complaints Policy.

Definitions

- a) 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or to the other persons who have parental responsibility for, or who have care of a pupil.
- b) 'Medical condition' for these purposes is either a physical or a mental health medical condition as diagnosed by a healthcare professional which results in the child requiring special adjustments for the school day, either on-going or intermittently. This includes; a chronic or short-term condition, a long term health need or disability, an illness, injury or recovery from treatment or surgery.
- c) 'Medications' defined as any prescribed or over the counter treatment.
- d) 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and shortage.
- e) A 'staff members' is defined as any member of staff employed at St Edward's Church of England Academy.