



# Supporting pupils with medical conditions policy

<b>Approved by:</b>	Governing Body	<b>Date:</b>	24.01.21
<b>Last reviewed on:</b>	Spring 2021		
<b>Next review due by:</b>	Spring 2022		

## Contents

1. Aims.....	2
2. Legislation and statutory responsibilities.....	2
3. Roles and responsibilities.....	3
4. Equal opportunities.....	4
5. Being notified that a child has a medical condition.....	4
6. Individual healthcare plans.....	4
7. Managing medicines.....	5
8. Emergency procedures.....	7
9. Training.....	7
10. Record keeping.....	7
11. Liability and indemnity.....	7
12. Complaints.....	8
13. Monitoring arrangements.....	8
14. Links to other policies.....	8
15. Appendices of forms.....	10-15

.....

## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities. The governing body will implement this policy by:
  - Making sure sufficient staff are suitably trained
  - Making staff aware of pupil's condition, where appropriate
  - Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
  - Providing supply teachers with appropriate information about the policy and relevant pupils
  - Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Eileen Hedley and Tarina Slater (SENCo).**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

## 3. Roles and responsibilities

### 3.1 The governing body

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The head teacher

The head teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Notify the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse. This may be through the annual review meeting or on an ad hoc basis dependent on urgency.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils 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 pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Staff who support children with medical conditions must notify a member of the SLT if they are going to be off-site so that alternative arrangements can be made.**

### **3.4 Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs, including if their medical needs no longer exist.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide up-to date medicines and equipment.

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Older pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.6 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

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

## **4. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

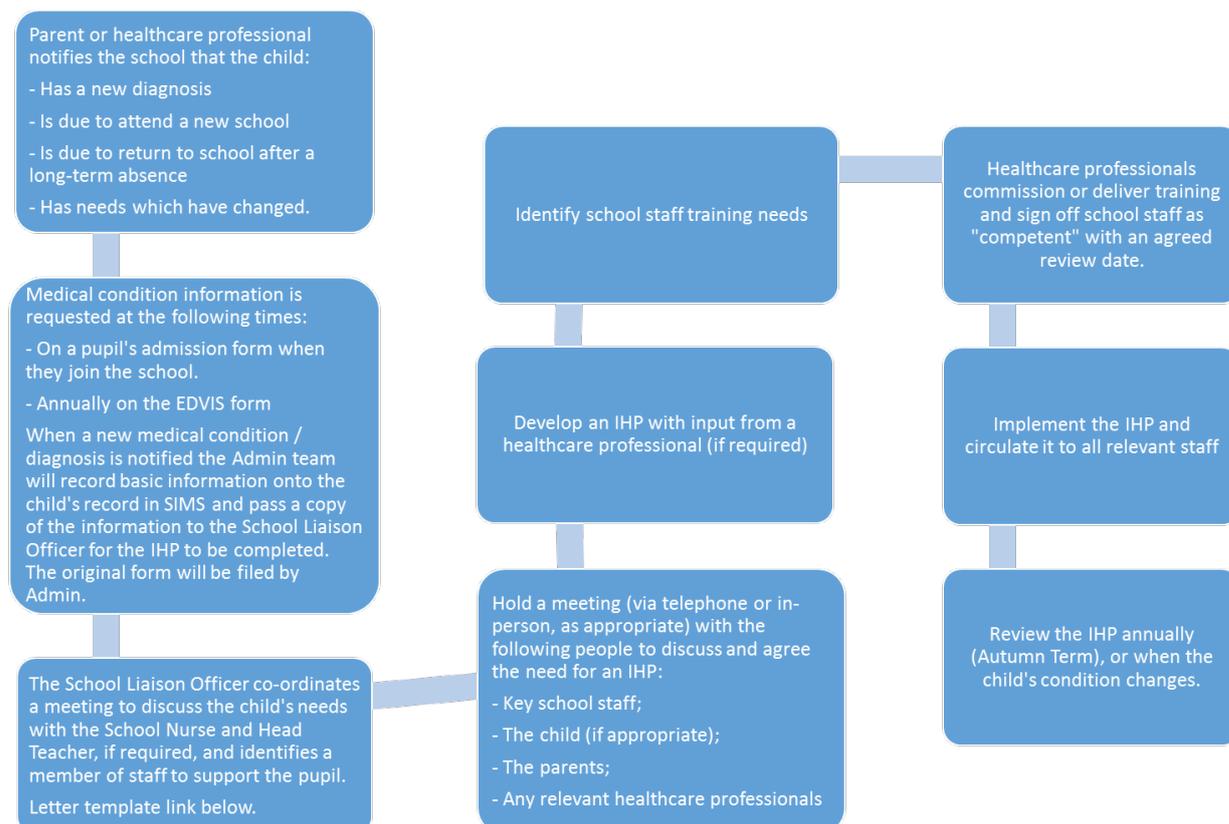
The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



**The Individual Health Care Plan template can be accessed via the Southfields Primary School First Aid and Medicines Policy (Form 2)**

## 6. Individual healthcare plans

The head teacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCo.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the head teacher will make the final decision. As a general rule the School Nursing service has advised the following:

## Document 11

*If a child suffers with a common condition, such as asthma, allergy or eczema, which is well managed in school a health plan is not required.*

*Health Plans are required for children who have more serious symptoms which are more likely to require emergency medical treatment or hospitalisation, e.g. children with severe allergies requiring EpiPen or regular antihistamine such as tetrazine or piriton, children with severe asthma, less common conditions such as cerebral palsy.*

*School nursing will not usually instigate a health plan as the school is often aware of the child's medical needs before the nursing team. The nursing team is only aware if a GP asks them to become involved.*

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. This will be covered in the Inclusion Meeting led by the SENCo.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body, head teacher and SENCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions, buddy and mentoring.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

The Individual Health Care Plan template can be accessed via the Southfields Primary School First Aid and Medicines Policy (Form 2) See appendices

## 7. Managing medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and** where we have parents' written consent.

The parental permission form can be accessed via the Southfields Primary School First Aid and Medicines Policy (Form 3A) See appendices

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.

Non-prescription medicines will not be administered in school.

The school 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

The school 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. Pupils 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 pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required. At the end of each academic year the school will contact parents to collect any medicine held in school, if the parent fails to collect the medicine before the end of term it will be disposed of by the school.

Parents are responsible for ensuring that any medication required by their child is available in school at the start of the new school year. THIS INCLUDES INHALERS.

### **7.1 Administering Medicine**

Administration of medicine will be assigned to a named individual (or individuals). In the case of a child who has an IHP, these individuals will be detailed in the plan. In the case of a child receiving medicine for a short-term or minor condition, medicine will be administered by the Admin Team.

### **7.2 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.

All controlled drugs are kept in a secure cupboard in the Head teacher's office.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **7.3 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **7.4 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

## Document 11

- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- **Administer, or ask pupils to administer, medicine in school toilets.**
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher and SENCo. 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 pupils
- Fulfil the requirements in the IHPs
- 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

The governing body will ensure that written records are kept of all medicine administered to pupils (see linked form below).

**The template can be accessed via the Southfields Primary School First Aid and Medicines Policy (Form 4)**

IHP original copies will be kept by the Senco in individual files in SEND filing cabinet. Copies are given to the class teacher and also in teacher office and, in the case of food allergies, in the Kitchen.

## 11. Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

The school is covered under Coventry City Council's overarching Public Liability insurance arrangements (Insurance Policy provided by QBE Ltd).

The policy includes cover for Medical Treatment of students subject to the following conditions:

**The Treatment requirements in 2.3.4 below are not intended to cover the normal and usual practice of school first aid and care such as:**

**First aid; administration of prescribed drugs including injections (pre-provided dose); use of EpiPENS; use of defibrillators; application of appliances such as splints etc.**

**The requirements below are intended to operate where the member of staff has to engage in treatment which is the subject of an individual healthcare plan for a student – such as a diabetic student.**

#### **Endorsement 002 – Schools Treatment**

The Insured section 2 is extended to include –

#### **2.3.4 School Treatment**

It is a condition precedent to the right of the **Insured** to be defended or indemnified under this **Policy** that the **Insured** shall insure and record that throughout the **Period of Insurance**:

- a) Each child who receives a medical procedure or intervention in school has a specific individual care plan signed off by the child's parents, the school head teacher and the child's General Practitioner or supervising consultant.
- b) The care plan must include full details of the emergency procedures in the event of a medical emergency.
- c) The child's parents have provided written consent for a non-Medical or Healthcare practitioner to provide the medical procedure or intervention to their child.
- d) The employee who is providing the medical procedure or intervention has received full training from a registered Medical or Healthcare professional, and has been signed off as fully competent in the procedure they are providing.
- e) The employee who is providing the medical procedure or intervention has provided written confirmation that they have read and understood the individual care plan.

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the School Liaison Officer in the first instance. If the School Liaison Officer cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every 2 years.

## **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

## 15. Appendices

### Appendices

#### FORM 2

#### Individual Health Care Plan

Name of school \_\_\_\_\_

Child's Name \_\_\_\_\_

Group. class/form \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Child's address \_\_\_\_\_

\_\_\_\_\_

Medical diagnosis or condition

\_\_\_\_\_

Date \_\_\_\_\_

Review date \_\_\_\_\_

**Family Contact Information**

Name \_\_\_\_\_

Phone no. (work) \_\_\_\_\_

(home) \_\_\_\_\_

(mobile) \_\_\_\_\_

**Clinic/Hospital Contact**

Name \_\_\_\_\_

Phone no. \_\_\_\_\_

**G.P.**

Name \_\_\_\_\_

Phone no. \_\_\_\_\_

**Describe medical needs and give details of child's symptoms**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Daily care requirements (e.g. before sport/at lunchtime)**

\_\_\_\_\_  
\_\_\_\_\_

---

**Describe what constitutes an emergency for the child, and the action to take if this occurs**

---

---

---

---

---

**Follow up care**

---

---

**Who is responsible in an emergency (*state if different for off-site activities*)**

---

---

**Form copied to**

---

---



**FORM 3A**

**Parental agreement for Southfields Primary School to administer medicine**

The school will not give your child medicine unless you complete and sign this form.

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

**Medicine: To be in original container with label as dispensed by pharmacy.**

Name/type and strength of medicine \_\_\_\_\_  
(as described on the container) \_\_\_\_\_

Date commenced \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Dosage and method \_\_\_\_\_

Time to be given \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that the School should know about? \_\_\_\_\_

Self administration Yes/No (delete as appropriate)

Procedures to take in an emergency \_\_\_\_\_

Parent/carer Contact details:  
Name \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I understand that I must deliver the medicine safely to the school office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

**FORM 4**

**Record of regular medicine administered to an individual child**

Name of school \_\_\_\_\_

Name of child \_\_\_\_\_

Date of medicine provided by parent \_\_\_\_/\_\_\_\_/\_\_\_\_

Group/class/form \_\_\_\_\_

Name and strength of medicine \_\_\_\_\_

Quantity returned home and date \_\_\_\_\_

Dose and time medicine to be given \_\_\_\_\_

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date	____/____/____	____/____/____	____/____/____
Time given	_____	_____	_____

Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____