

# Supporting Pupils with Medical Conditions Policy 2020

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## **1. Aims**

This policy aims to ensure that:

- Pupils, staff and parents/carers/guardians 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 local governing board will implement this policy by:
  - Making sure sufficient staff are suitably trained
  - Making staff aware of a 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 Keith Smithers**

## **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 the local governing body 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](#).

This policy also complies with our funding agreement and articles of association.

## **3. Roles and responsibilities**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. School will work in partnership with healthcare professionals, social care, local authorities, parents/carers/guardians and pupils.

### **3.1 The local governing body**

The local governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The local governing body 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 Headteacher**

The Headteacher 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

- Contact 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
- 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 Business Manager (with responsibility for First Aid/Health and Safety)**

The Office Manager will ensure that sufficient staff are suitably trained, cover arrangements made and IHCPs are monitored.

### **3.4 Staff**

Any member of staff may be asked to provide support to pupils with medical conditions, although they cannot 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.

All staff will follow the procedures outlined in this policy using the appropriate documentation; to complete an individual health care plan in conjunction with parents and relevant healthcare professionals for pupils with complex or long-term medical needs and to share medical information as necessary.

Teachers will consider 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.

### **3.5 Parents/carers/guardians**

Parents/carers/guardians will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- 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 medicines and equipment
- Ensuring that they, or another nominated adult, are contactable at all times

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. 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**

The 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. They can also provide advice and liaise with staff on the implementation of a child's IHP.

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

#### **4. Equal opportunities**

The 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/carers/guardians 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 the school.

#### **6. Individual healthcare plans**

An Individual Healthcare Plan will help the school effectively support pupils with medical conditions. (See Appendix 1) The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Lisa Birnie, Assistant Headteacher/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/carers/guardians when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers/guardians 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 education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The IHCP will include:

- 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;
- 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
- 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/carers/guardians and the headteacher 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/carer/guardian/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

## 7. Managing medicines

Prescription and non-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/carers/guardians' written consent

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

Prior to staff members administering any medication, the parents/carers/guardians of the child must complete and sign a parent/carer/guardian agreement for the school to administer medicine form. No child will be given any prescription or non-prescription medicines without written parent/carer/guardian consent except in exceptional circumstances.

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. Parents/carers/guardians will always be informed.

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, so that age related dosage instructions are clearly evident.

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.

All medicines will be returned to parents/carers/guardians to arrange for safe disposal, when no longer required.

Sharps boxes should always be used for the disposal of needles and other sharps.

## 7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments.

Controlled drugs, required by pupils, must be brought to the attention of the Headteacher. All controlled drugs are kept in a secure cupboard (in the school 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.

## 7.2 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 and agreed with parents/carers/guardians and it will be reflected in their IHPs.

Parents/carers/guardians must still complete a medicine form, noting that the pupils will self administer and sign the form.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. 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/carers/guardians so that an alternative option can be considered, if necessary.

We recognise that sometimes pupils need access to products to relieve discomfort such as lip balm or throat lozenges. Teachers should allow this to happen, with verbal consent from the parent/carer/guardian, encouraging appropriate independence according to the age and responsibility shown by the pupil. Pupils are also allowed to bring in their own hand gel, handwash and hand cream with verbal consent from the parent/carer/guardian.

In sunny months, pupils may need to administer suntan lotion. Lotion should be provided by the parents/carers/guardians and not shared between pupils, due to possible allergies. Younger pupils are encouraged to bring in spray lotions, so an adult can direct the spray to the skin, allowing the pupils to apply the lotion independently.

### 7.3 Safe storage of medicines

All medicines should be stored safely and in the designated places provided, to ensure easy access at all times:

- Asthma inhalers/blood glucose monitors should be accessible to the children at all times (in the classroom first aid cupboard, marked with a green 'X')
- Antibiotics including eyedrops should be kept in a separate fridge from any food (labelled clearly) Fridge located in the first aid room.
- EpiPen and Midazolam are stored where they are easily accessible (in the classroom first aid cupboard, marked with a green 'X')
- Controlled drugs must be locked in the school office.

### 7.4 Record Keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents/carers/guardians will be informed if their pupil has been unwell at school.

- All medicines administered by school staff will have parent/carer/guardian consent in place, prior to administering the medication. In an emergency, the Headteacher may accept verbal consent via the telephone. The parent/carer/guardian will sign a form retrospectively later the same day.

All medicines administered by school staff will be recorded in the Medicines Log in the school office, at the time of administration by the staff administering the medication.

- IHPs are to be kept in a readily accessible place, which all staff are aware of.

### 7.5 Emergency Inhalers

From 1st October 2014, the Human Medicines (Amendment) (No2) Regulation 2014 allows schools to keep a salbutamol inhaler for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parent/carer/guardian consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). The following protocols need to be followed:

- Arrangements for the supply, storage, care, and disposal of the inhaler and spacers in line with the school's policy on supporting pupils with medical conditions
- Controlling a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler in the Receptionist's office.
- Written parent/carer/guardian consent for use of the emergency inhaler (this also maybe part of a child's individual healthcare plan).
- The emergency inhaler may only used by children with asthma with written parent/carer/guardian consent for its use.
- Appropriate support and training is to be provided to staff in the use of the emergency inhaler in line with the school's wider policy on supporting pupils with medical conditions



- A record of use of the emergency inhaler as required by supporting pupils and informing parents/carers/guardians that their child has used the emergency inhaler
- Staff must be responsible for ensuring the inhaler protocol is followed

The emergency inhaler kit must include:

- At least two single-use plastic spacers compatible with the inhaler;
- Instructions on using the inhaler and spacer/plastic chamber;
- Instructions on cleaning and storing the inhaler;
- Manufacturer's information;
- A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- A note of the arrangements for replacing the inhaler and spacers (see below);
- A list of children permitted (see appendix 1) to use the emergency inhaler;
- A record of administration (i.e. when the inhaler has been used).

#### **7.5 Roles and Responsibility of staff managing and supervising the administration of medicine**

- Administration of medicines at school must be recorded in the medicines log by the appointed First Aider in the School Office
- Parents/carers/guardians may come to the school office to administer medicines to their child. This will be detailed in the Medicines log and signed by the parent/carer/guardian

#### **7.6 Day Trips, Residential Visits and Sporting Activities**

The school should ensure that their arrangements are clear about the need to support pupils with medical conditions to participate in school trips and visits, or sporting activities. Staff should discuss any concerns about a pupil's safety with parents/carers/guardians:

- The EVC leader is responsible for designating a school First Aider for the trip.
- The EVC leader is responsible for ensuring arrangements are in place for any pupils with medical needs prior to a trip taking place, including ensuring Asthma inhalers are carried as required. A copy of the relevant IHCP should also be taken.
- The designated first aider on the trip will administer any medicines required in line with prior written permission from the parents/carers/guardians. The administration will be recorded in line with school policy.
- The first aider will return forms and any unused medicines to the office or parent/carer/guardian, on return to school
- For residentials, parents/carers/guardians will complete medical needs forms. This information will be available on the trip. The above procedures will be followed.

## 7.7 Unacceptable practice

School staff understand that the following behaviour is unacceptable:

- Preventing pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assuming that every pupil with the same condition requires the same treatment
- Ignoring the views of the pupil or their parents/carers/guardians
- Ignoring medical evidence or opinion (although this may be challenged)
- Sending 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
- Penalising pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents/carers/guardians, 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/carer/guardian should have to give up working because the school is failing to support their child's medical needs
- Preventing pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers/guardians to accompany their child
- Administering, or ask pupils to administer, medicine in school toilets

## 8. Emergency procedures

All schools have an Emergency Plan. 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.

In the event of a cardiac arrest, the school has a defibrillator located at the entrance to the school. (First aiders are trained to use the defibrillator and can administer CPR. (See school AED Policy)

## 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 headteacher/Assistant Headteacher/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. Liability and indemnity**

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

## **11. Complaints**

Parents/carers/guardians with a complaint about their child's medical condition should discuss these directly with the Headteacher/Assistant Headteacher/SENCO individual in the first instance. If the Headteacher/name of role/individual cannot resolve the matter, they will direct parents/carers/guardians to the school's complaints procedure.

## **12. Monitoring arrangements**

This policy will be approved by the Trust Board of Directors and implementation will be overseen by the Local Governing Body. This policy will be reviewed every 3 years.

Appendix A – Model process for Developing Individual Health Care Plans

Appendix B – Individual Health Care Plan

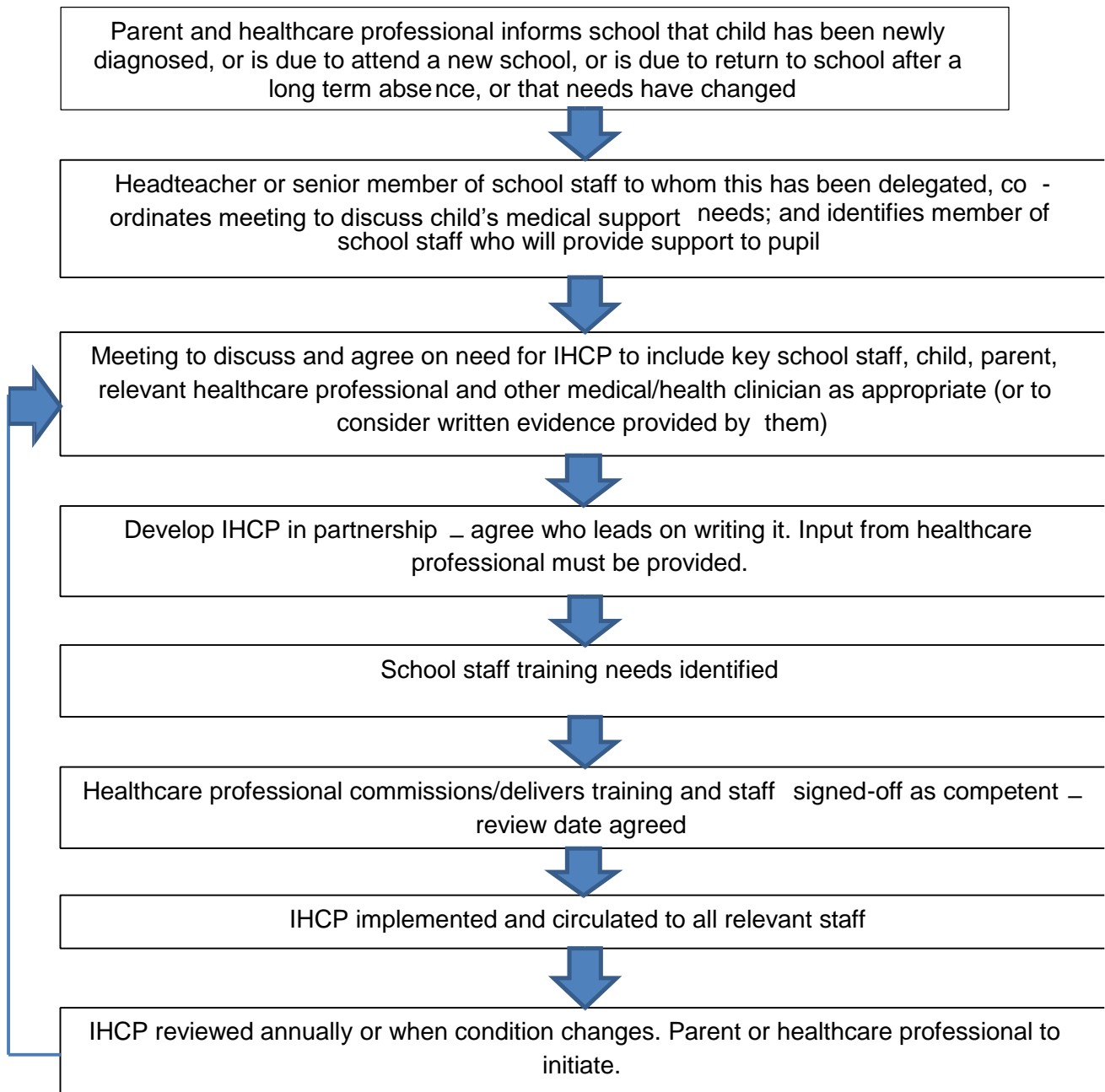
Appendix C – Administration of Medicines Form

Appendix D – Record of medicine administered to children

Appendix E – Medical Form for Residentials

## Appendix A

### Model Process for Developing Individual Health Care Plans



## Appendix B

### Individual Healthcare Plan

|  |  |
|--|--|
| <b>Child's Name</b>  |  |
| <b>Class</b>   |  |
| <b>Date of Birth</b>   |  |
| <b>Address</b>   |  |
| <b>Medical Diagnosis or Condition</b>  |  |
| <b>Date</b>  |  |
| <b>Review Date</b>   |  |
|  |  |
| <b>Name of Parent/Carer/Guardian 1</b>   |  |
| <b>Contact Numbers</b>   | <b>Home:</b><br><b>Mobile:</b><br><b>Work:</b> |
| <b>Relationship to Child</b>   |  |
| <b>Name of Parent/Carer/Guardian 2</b>   |  |
| <b>Contact Numbers</b>   | <b>Home:</b><br><b>Mobile:</b><br><b>Work:</b> |
| <b>Relationship to Child</b>   |  |
|  |  |
| <b>Clinic/Hospital Name</b>  |  |
| <b>Contact Number</b>  |  |
| <b>GP Name</b>   |  |
| <b>Contact Number</b>  |  |
| <b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.</b> |  |

|   |               |
|---|---------------|
|   |               |
| <b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b> |               |
|   |               |
| <b>Daily Care Requirements</b>  |               |
|   |               |
| <b>Specific support for the pupil's educational, social and emotional needs</b>   |               |
|   |               |
| <b>Arrangements for school trips/visits etc.</b>  |               |
|   |               |
| <b>Other Information</b>  |               |
|   |               |
| <b>Describe what constitutes an emergency and the action to take if this occurs</b>   |               |
|   |               |
| <b>Who is responsible in an emergency, state if different for off-site activities</b>   |               |
|   |               |
| <b>Staff training needed/undertaken – who, what, where, when</b>  |               |
|   |               |
| <b>Plan developed with</b>  | <b>Signed</b> |
|   |               |
| <b>Form copied to</b>   |               |
|   |               |

## Appendix C

## ADMINISTRATION OF MEDICINES

**Name of Pupil:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Medical condition**

**of Pupil:** \_\_\_\_\_

**Medication:** \_\_\_\_\_

**Dose:** \_\_\_\_\_

**Frequency of dose:** \_\_\_\_\_

Please indicate if medicine should be:

- a) Taken with water
- b) On an empty stomach
- c) With food
- d) At a particular time e.g. 1 hour before food etc.
- e) Please inform of any other requirements: \_\_\_\_\_

\_\_\_\_\_

I confirm that I give my permission for the Headteacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at school.

**Signed:** \_\_\_\_\_ **Parent/Guardian**

**Date:** \_\_\_\_\_

The school will make every effort to provide this service; should any circumstances prevent the school from doing so, the school will inform the named contact at once, so that alternative arrangements can be made by the parents.

The school agrees to the administration of the medicine as detailed above.

**Signed:** \_\_\_\_\_ **(Headteacher/agreed staff member)**

**Date:** \_\_\_\_\_

### Appendix D

#### Record of Medicines Administered to Pupils at School

**Name of school**

|  |
|--|
|  |
|--|





**VISIT OR ACTIVITY:**

**DATE:**

**NAME OF CHILD:**

**DATE OF BIRTH:**

**SPECIAL DETAILS:**

Any relevant information concerning your child's health or diet requiring special attention, but which does not prevent him/her from taking part, should be noted below.

Any allergies or conditions (eg diabetes, epilepsy, asthma)

Does your child have any specific dietary requirements?

**Experience travel sickness? (Please tick)**

Yes

☐

No

☐

**Travel sickness tablets required?**

Yes

☐

No

☐

**Medication and dosage (please list ALL medication)**

**Any additional comments (please include any recent illness)**

**Name of family doctor:**

**Surgery:**

**Phone number:**

**Parent declaration**

I would like my child to take part in the above visit or activity and having read the information provided agree to him/her taking part in any or all of the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

**Signature:** \_\_\_\_\_ **(parent / carer)**

**Print name:** \_\_\_\_\_ **(parent carer)**

**Home telephone number:** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_

**Work number:** \_\_\_\_\_

**Date:** \_\_\_\_\_