

# Supporting Pupils with Medical Conditions Policy



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## **1.0 Introduction**

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting pupils at the Academy with medical conditions. Specifically, it requires the Governing Body to:

- Properly support pupils with medical conditions so that they have full access to education, including school trips and PE.
- Ensure school leaders consult health and social care professionals, pupils and parents, so that the needs of pupils with medical conditions are effectively supported.

## **2.0 Definition of Medical Conditions**

Pupils' medical needs can be broadly summarised into two types:

- *Short-term* which affects their participation in Academy activities because they are on a course of medication.
- *Long-term* which potentially limits their access to education because they require extra care and support.

## **3.0 Responsibility**

### **3.1 Senior Leaders**

The Assistant Principal, Mr. S. Sterling, is responsible for:

- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Healthcare Plans (IHCP) in normal, contingency and emergency situations.

Senior Teacher, Mrs. N. Lillywhite, is responsible for:

- Providing training to staff as part of the Academy's Induction Programme and cyclical refresher training.
- Making staff aware of a child's medical condition.
- Liaising with healthcare professionals regarding the training required for staff, including ensuring that the school nursing service is consulted in the case of any pupil who has a medical condition.
- Developing and implementing IHCPs with the Senior First Aid Officer, Mrs. M. Chance, and, in the case of pupils with SEN, Education and Health Care Plans (EHC) with the SENCO, Mrs. D. Furnival.

### **3.2 Staff**

Staff are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication under controlled conditions, when medically necessary, if they have agreed to undertake that responsibility.

- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, where the support may be emergency in nature, e.g. administering epipens or calling an ambulance.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Referring pupils to a First Aider if they have any concerns about a pupil's health.
- Referring pupils to the Designated Safeguarding Lead (DSL), Mrs. N. Lillywhite, if they have any concerns about a pupil's health or wellbeing.

### **3.3 School Nurse**

The School Nurse is responsible for:

- Notifying the Academy when a pupil has been identified as requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

### **3.4 Parents**

Parents are responsible for:

- Keeping the Academy informed about any changes to their child's health.
- Discussing medications with their child prior to requesting that a staff member administers their medication.
- Ensuring that they have provided written consent for the Academy to administer medicine.
- Providing the Academy with the medication that their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Where necessary, developing an IHCP for their child in collaboration with relevant staff members and healthcare professionals.

### **3.5 Pupils**

- Pupils (who are competent) will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

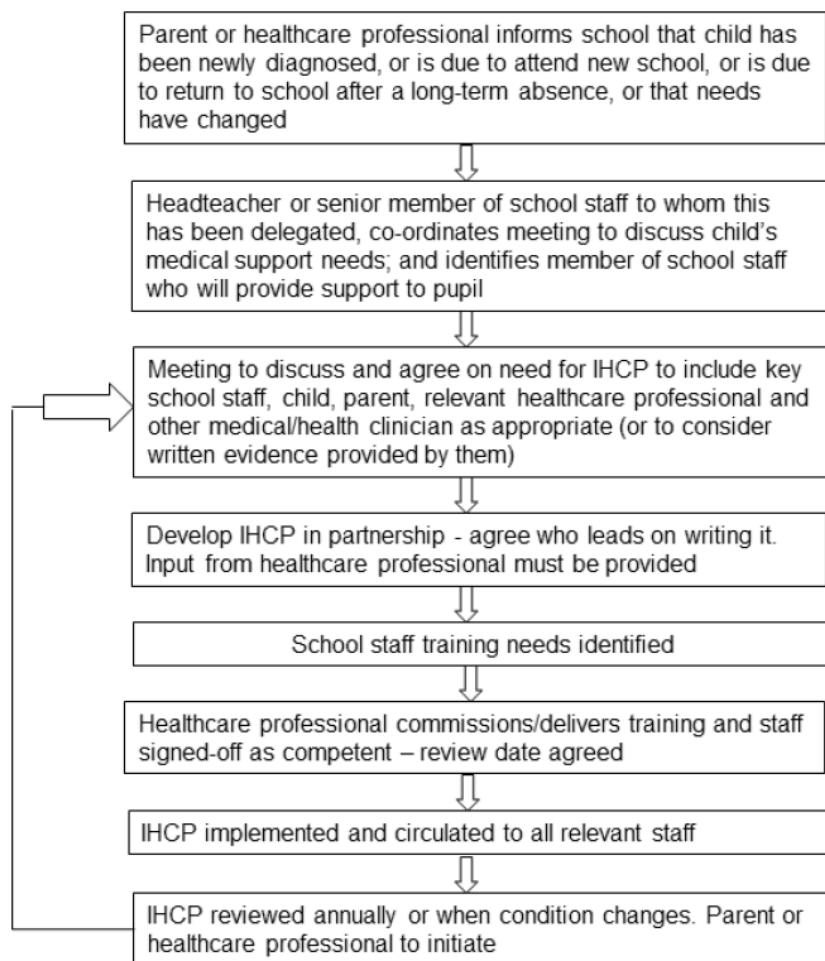
## 5.0 Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP or EHCP will be developed in collaboration with the pupil, parents/carers, first aid staff, SENCO and medical professionals.

The template for an IHCP is included in the appendix.

All IHCP will be signed off by Senior Teacher, Mrs. N. Lillywhite, and will be easily accessible whilst preserving confidentiality.

The process for developing IHCPs is summarised below.



IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an EHCP, the IHCP will be linked to it or become part of it.

Where a pupil is returning from a period of hospital education, alternative provision or home tuition, the Academy will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## 6.0 Administering Medicines

The following should be adhered to in relation to administering medicines:

- Medicines should only be administered when it would be detrimental to a child's health or school attendance not to do so.
- No pupil under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- A pupil under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed, where clinically possible, that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.
- A pupil 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. The Academy will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access it whilst still ensuring that it is easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- Staff may administer a controlled drug to the child for whom it has been prescribed providing that they have received specialist training/instruction. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The Academy will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered will also be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharp objects.

## **7.0 Avoiding Unacceptable Practice**

The Academy understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending a pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues, unless it is necessary to do so.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **8.0 Insurance**

Staff who undertake responsibilities within this policy are covered by the Academy's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Finance Officer.

## **9.0 Complaints**

The details of how to make a complaint can be found in the Academy's Complaints Policy.



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## Individual Healthcare Plan (IHCP) Template

General Details	
Pupil's name	
Date of birth	
Medical diagnosis or condition	
Clinic or hospital	
Contact name	
Phone number	
Other agencies involved	
CAF in place?	
Description of Medical Needs	
Pupil's symptoms	
Triggers	
Signs to look out for	
Treatments	
Equipment and facilities required	
Medication	
Name of medication	
Dose	
Method of administration and by whom	
When medication is to be taken	
Side effects and contra-indications	
Daily care requirements	
Support	
Specific support required	
Arrangements for school trips and visits	
Other Information	
What constitutes an emergency?	
Who is responsible in an emergency?	
What staff have received suitable training?	





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## **Pupil Medications**

Dear Parent/Carer,

The Department of Education (DfE) has recently made changes to the way in which schools and academies store and administer pupil medications – *please refer to the Supporting Pupils with Medical Conditions Policy on the Academy's website.*

As a result, parents/carers are now required to complete medical forms and Individual Healthcare Plans (IHCP).

Please note that if you wish the Academy to hold paracetamol etc on an 'as and when' basis only, you do not need to complete the IHCP.

To ensure that the Academy complies with the Data Protection Act and the Human Rights Act could you please complete and sign the Student Medical Form attached (if necessary) to ensure that all appropriate staff (classroom teachers and medical staff) are able to access your child's IHCP and medical information.

Yours sincerely,

Mrs. M. Chance  
Lead Medicine Administrator



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### Pupil Medical Form

#### PARENTAL AGREEMENT FOR THE ACADEMY TO ADMINISTER MEDICINE (if necessary)

*Please note that all medications must be in the original packaging. In accordance with Department of Health guidelines we are unable to administer **ibuprofen or aspirin** based medication to pupils under 16 years of age, unless it has been prescribed by a Medical Practitioner and we have evidence to support this.*

PERSONAL DETAILS	
Pupil Name:	Tutor Group:
Parent/Carer Name:	Relationship to Child:
Signature:	Date:
Contact Telephone Number:	

MEDICAL CONDITIONS	
Does your child suffer from any medical conditions?	YES/NO – If yes, please specify:

Does your child take any regular medication <b>at home</b> ? If so, please give details below:		
NAME OF MEDICATION	DOSAGE	FREQUENCY/TIME TAKEN

## Medication to be held by the Academy

If you require us to hold medication in the Academy for a child, please complete the section below. This includes paracetamol to be held for occasional use e.g. headaches, stomach aches etc.

Name of Medication:	
Date Treatment Started (if applicable):	
Dosage/Frequency/Times:	
Any other Special Instructions:	
Expiry Date:	

I will deliver the medicine (with this completed form) to Reception and collect any remaining medication when the course is finished or medication has expired.

I accept the Academy has the right to refuse to administer medication.

I understand that I must notify the Academy, in writing, of any changes to the above.

By signing this form, I can confirm that I give consent for my child's IHCP and/or medical form to be stored electronically (password protected) on the confidential SIMS database and the restricted drive.

Signature:	Date:
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