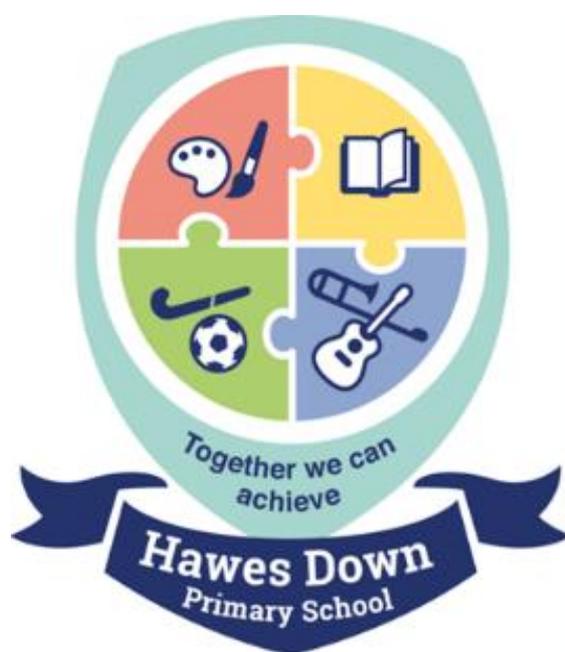


Supporting Pupils with Medical Conditions Policy

Hawes Down Primary School



Written by: Mrs S Rowedder

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Approved by: Governors

Date:

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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, or as much as their medical condition allows, including school trips and sporting activities.

The governing board 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 Mr Matt DeFreitas (Head teacher)

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 boards 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 – December 2015](#).

For pupils who have an Education, Health and Care Plan (EHCP), compliance with the SEND Code of Practice will ensure compliance with this guidance with respect to those children.

OFSTED places a clear emphasis on meeting the needs of pupils with SEND, including pupils with medical conditions.

3. Roles and responsibilities

3.1 The governing body

The governing body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensure that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including: ethnicity/national/origin, religion or belief, sex, gender, disability or sexual orientation.
- Ensure the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensure 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.
- Ensure that relevant training is delivered to a sufficient number of staff who will have responsibility to support pupils with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensure that written records are kept of, any and all medicines administered to pupils.
- Ensure the policy sets out procedures for emergency situations.
- Ensure the level of insurance in place reflects the level of risk.
- Handle complaints regarding this policy as outlined in the school's complaints policy.

3.2 The Head teacher

The Head teacher will:

- Ensure the policy is developed effectively with partner agencies.
- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure the day to day implementation of the Supporting Pupils with Medical Conditions policy is carried out effectively.
- Ensure that healthcare professionals are liaised with regarding training of staff.
- 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 Individual Healthcare Plans (IHPs).
- Identify staff who need to be aware of a pupil's medical condition.
- If necessary, facilitate the recruitment of staff for the purpose of delivering the promises made in this policy.
- Ensure two way liaison with health professionals, in the case of any child who has or develops an identified medical condition.
- 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.
- Ensure confidentiality and data protection.
- Assign appropriate accommodation for medical treatment/care.
- Ensure the school holds 'spare' salbutamol asthma inhalers for emergency use.

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.
- Will allow inhalers, adrenalin pumps and blood glucose testers to be held in an accessible location, following DFE guidance.
- Will record on 'Record of medicine administered to an individual child' form whenever medicine is administered to a pupil. (Appendix 2)

3.4 Parents

Parents 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 Individual Healthcare Plan (IHP).
- Carry out any action they have agreed to as part of the implementation of the Individual Healthcare Plan (IHP) e.g. provide medicines and equipment and they or a nominated adult, being contactable at all times.
- Complete a parent consent form to administer medicine or treatment before bringing medicine to school. (Appendix 1)
- Provide the school with medication their child requires and keeping it up to date including collecting left over medicines.

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 Individual Healthcare Plan (IHP). They are also expected to comply with their Individual Healthcare Plan (IHP).

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

Hawes Down Primary 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.

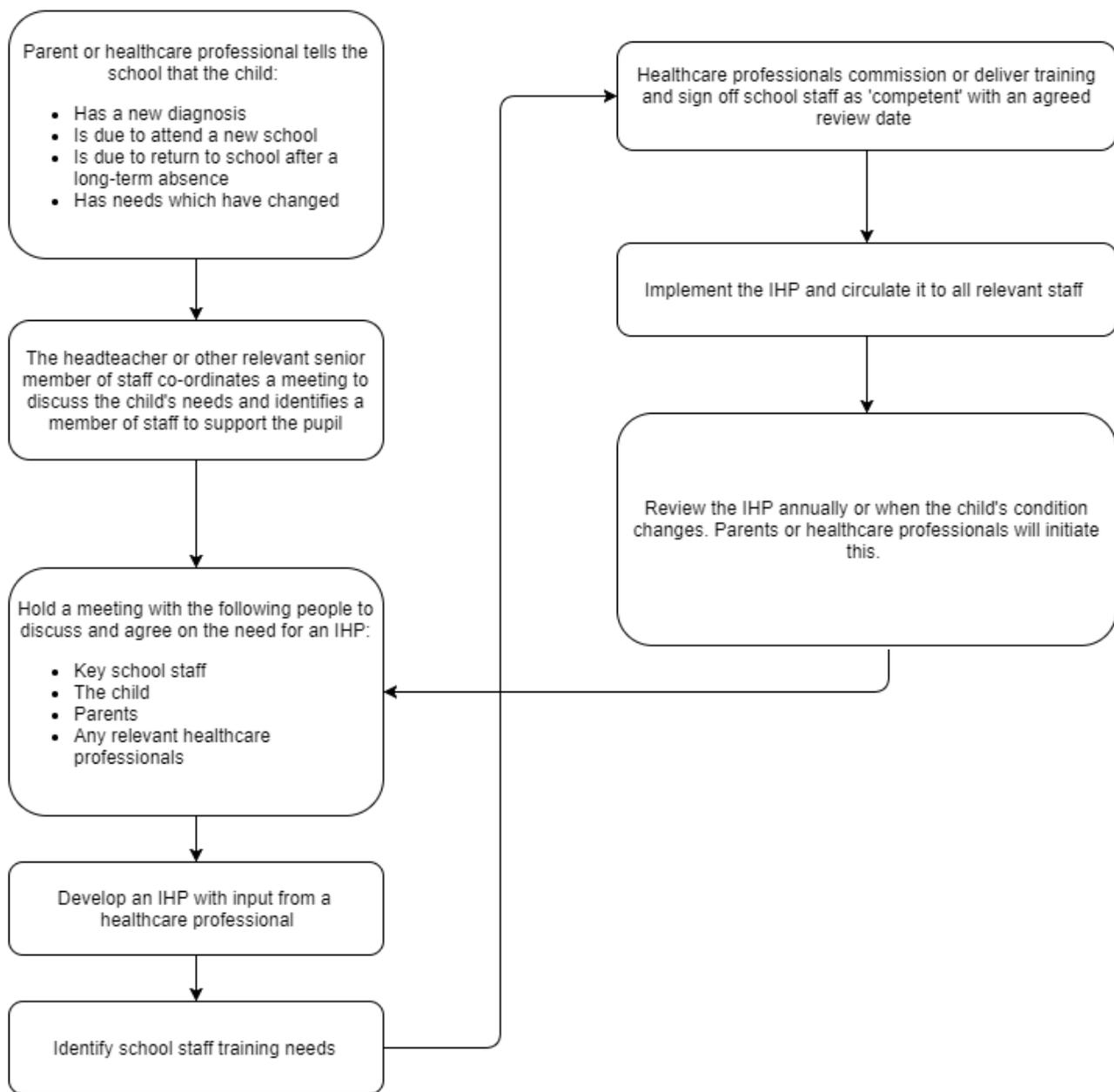
The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

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 Individual Healthcare Plan (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.



6. Individual Healthcare Plans (IHPs)

The Head teacher has overall responsibility for the development of Individual Healthcare Plans (IHPs) for pupils with medical conditions. This may be delegated to another member of staff.

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 Individual Healthcare Plan (IHP). It will be agreed with a healthcare professional and the parents when an Individual Healthcare Plan (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.

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.

Individual Healthcare Plans (IHPs) will be linked to, or become part of, any Education, Health and Care (EHC) plan for a child with SEND. If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the Individual Healthcare Plan (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 governing board and the Head teacher, will consider the following when deciding what information to record on Individual Healthcare Plans (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
- 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

7. Managing medicines

7.1 Prescribed 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.
- Where possible, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, this includes those prescribed three times a day – before school, after school and bedtime.
- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a 'Parent consent form for Hawes Down Primary School to administer medicine'.
- No child will be given any prescription medicines without parental consent.
- No child under 16 will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump, but must be in date) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of 4 weeks supply of the medication may be provided to the school at one time.
- Anyone giving a pupil any medication will first check dosages and when the previous dosage was taken.
- Medications will be stored safely in the School Office. 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.
- Pupils will never be prevented from accessing their medication.
- Any medications left over at the end of the course will be returned to the child's parents for safe disposal.
- Written records will be kept of any medication administered to children.
- Emergency salbutamol inhaler kits are kept by the school.
- Hawes Down Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

7.2 Non prescribed medicines (Over the counter medicines)

- Bromley GPs are no longer routinely providing prescriptions for short term minor health conditions. Instead parent/carers are encouraged to treat their children with over the counter medicines from the pharmacist or supermarket where appropriate. These medicines and treatments **include**: analgesic/pain relief (short term pain, fever, headache, muscle/joint injury), cough, cold and sore throat treatment, hayfever treatment etc.

- Over the counter 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.
- Where possible, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, this includes those prescribed three times a day – before school, after school and bedtime.
- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a 'Parent consent form for Hawes Down Primary School to administer medicine'.
- No child will be given any over the counter medicines without parental consent. (Appendix 1)
- No child under 16 will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of 4 weeks supply of the medication may be provided to the school at one time.
- Non-prescription medications, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken, Aspirin will **never** be given to a pupil under 16 unless it has been prescribed by a doctor.
- Medications will be stored safely in the School Office. 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.
- Pupils will never be prevented from accessing their medication.
- Any medications left over at the end of the course will be returned to the child's parents for safe disposal.
- Written records will be kept of any medication administered to children. (Appendix 2)
- Hawes Down Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

7.3 Pupils managing their own needs

Pupils at Hawes Down Primary School do not take responsibility for managing their own medicines and procedures.

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.
- Penalize 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.
- 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.
- 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
- Administer, or ask pupils to administer, medicine in school toilets.
- Refuse to allow pupil's to eat, drink or use the toilet when they need to in order to manage their condition.

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.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 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. Day trips, residential trips and sporting activities

- Arrangements should be made and be flexible enough to ensure pupil's with medical conditions can participate in all school trips, residential stays and sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with the best practice risk assessments should be undertaken in order to plan for including pupils with medical conditions. Consultation with parent/carers, healthcare professionals etc on trips and visits will be separate to the normal day to day Individual Healthcare Plan (IHP) requirements for the school day.
- Medicines (both prescription and non-prescription) must only be administered to a pupil where written permission for that particular medicine has been obtained from the parent/carer. (Appendix 1) The only exception to this is when on a school journey where a phone call to a parent/carer to ask for permission to administer pain relief will be made if needed. On these occasions there must always be two members of staff listening to the phone call and hearing verbal permission from the parent/carer being given.
- Providers must keep a written record each time a medicine is administered to a pupil and inform the child parent/carers on the same day, or as soon as reasonably practicable. (Appendix 2)

10. Training

- Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- Training will be identified during the development or review of Individual Healthcare Plan (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 Head teacher. 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 Individual Healthcare Plans
- 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.

11. Record keeping

- The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.
- Individual Healthcare Plans (IHPs) are kept in a readily accessible place which staff are aware of.

12. Liability and indemnity

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

- 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 Head teacher,

13. Complaints

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

14. Definitions

- Parent/carer is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or have care of a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the pupil requiring special adjustments for the school day, either ongoing or intermittently. This includes a chronic or short term condition, a long term health need or a disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- '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 storage.
- A 'staff member' is defined as any member of staff employed at Hawes Down Primary School.

15. Monitoring arrangements

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

Appendix 1 Hawes Down Primary School 2018 - 2019

Parent Consent Form for Hawes Down Primary School to Administer Medicine



Name of School: **Hawes Down Primary**

Date:

Child's Name:

Class:

Name of medicine:

Expiry Date:

How much to give (i.e to be given):

When to be given:

Any other instructions:

Note: Medicines must be in the original container

Daytime phone number of parent/carer:

Name and phone number of GP:

Agreed review date to be initiated by (name of member of staff):

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

Parent/Carer's signature: Print name:

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

Appendix 2

Hawes Down Primary School 2018 – 2019
Record of Medicine Administered to an Individual Child



Date	Name & Class	Time	Tablets Received	Dose Given	Any reactions	Staff Signature	Print Name

Appendix 3



Healthcare Plan

For pupils with medical conditions at school

Date:

Review Date:

1. Pupil's information

Name of pupil _____ Date of birth _____ male/ female

Name of school _____ Class _____

Member of staff responsible for home-school communication:

2. Contact information

Name _____ Relationship _____

Phone (day) _____ Mobile _____

3. Details of pupil's medical conditions

Diagnosis

Signs and symptoms of this pupil's condition:

Triggers or things that make this pupil's condition/s worse:

Routine health care requirements:

4. What to do in an emergency

Parental agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Print name

Signed Date