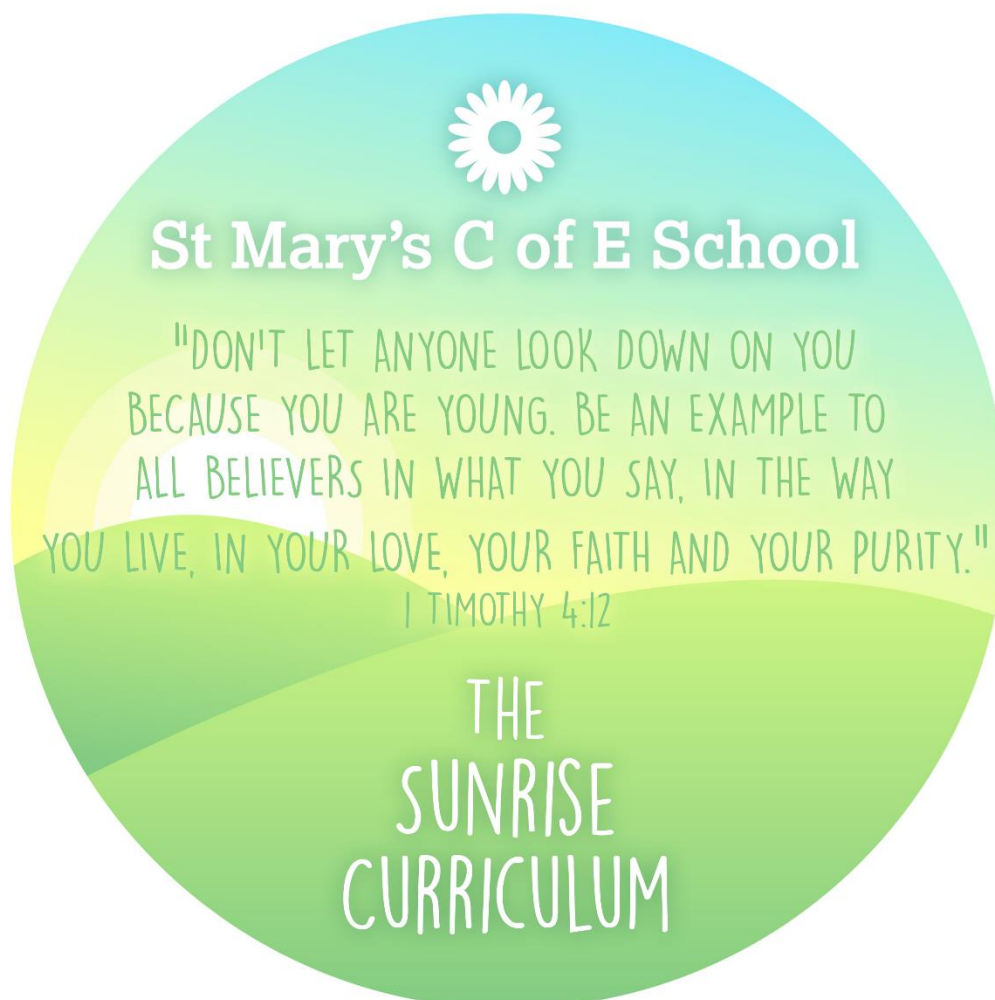


# SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY



Approved by:	Full Governing Board September 2023
Next Review Due By:	September 2024

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## **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY**

**‘Give me a safe, caring environment in which to live’**

### **1. Aims**

St Mary’s Church of England School have a responsibility for the health and safety of all pupils in their care. St Mary’s will ensure that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

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 board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils’ conditions, 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)

### **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 (DfE)’s statutory guidance on [supporting pupils with medical conditions at school](#).

### **3. Roles and responsibilities**

#### **3.1 The governing board**

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 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
- Ensure that all staff who need to know are aware of a child’s condition

- 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 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.

### **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 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, and ensure 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**

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. They may also support staff to implement 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. They may also provide advice on developing IHPs.

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

St Mary's Church of England School is committed to its Public Sector Equality duties and will endeavour to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between all people, regardless of Disability, Sex (gender), Race (ethnicity), Pregnancy and Maternity, Religion and Belief, Sexual Orientation, Transgender, Age or Marriage and Civil Partnership.
- Foster good relations between all people, as above.

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**

Pupils' medical needs may be broadly summarised as being of two types:

- 1) Short-term: on a course of medication which may affect their participation in school activities.
- 2) Long-term: this could potentially limit their access to education and may require extra care and support.

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.

#### **6. Individual healthcare plans (IHPs)**

The headteacher 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 no consensus, the headteacher 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.

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 governing board 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
- 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 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/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

## **6.1 Information**

Children with serious medical conditions will have their photo and a brief description of their condition, along with any other necessary information, in a book held in the school office, each classroom and in the staffroom.

Children with medical conditions which may require emergency attention, e.g. epilepsy or diabetes, will have their names and medical plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will

be noted from children's SIMs records and this information will be provided to class teachers on an annual basis or as required. Supply teachers will be briefed of all relevant medical information.

Risk assessments will be carried out for school visits, holidays and other school activities outside the normal timetable.

## **7. Managing medicines**

Only essential pain relief and medicines will be administered during the school day, and these will only be those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered (see Appendix 1). Medicines given during the school day must be in their original container.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Trained staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child; must check that the dosage they are giving is correct; and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed by telephone about the dose being missed. All doses administered will be recorded in the Administration of Medicines Book (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in our medicine fridge located in the headteacher's office. Some medicines (inhalers, EpiPens etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All other prescribed medication will be stored in the locked medical cabinet in the school reception office. Access to these medicines is restricted. In the case of Epi-Pens, appropriately trained staff have access to the Emergency Anaphylaxis Kit which is clearly labelled and accessible in the school office. All medicines must be clearly labelled.

Staff will record any doses of medicines given in the Administration of Medicines Spreadsheet. Children self-administering asthma inhalers do not need to be recorded. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen: any member of staff can administer an epi-pen in an emergency. The school has spare Adrenaline Auto-Injectors to be used as a back-up to the child's own device. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut-allergy sufferers. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

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.

### **7.1 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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other 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 with parents, and it will be reflected in their IHPs.

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 so that an alternative option can be considered, if necessary.

### **7.3 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



- 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

## **8. Emergency procedures**

In a medical emergency, staff have been appropriately trained to administer emergency paediatric first aid if necessary.

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.

If an ambulance needs to be called (see Appendix C), staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parent's names and any known conditions.
- Children will be accompanied to hospital by a member of staff if this is deemed appropriate.

Staff cars may be used to transport a child to hospital when appropriate and if the appropriate insurance is in place. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

## **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. 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.

St Mary's ensures that all staff will be supported in carrying out their role to support pupils with medical conditions. Training needs are regularly assessed by the Senior Leadership Team and commissioned accordingly.

As many teaching staff, support staff, lunchtime supervisory staff and Stay and Play staff as possible are school first aiders with a full certificate. We also have at least two members of staff who are paediatric first aid trained. The Senior Leadership team are responsible for ensuring that sufficient staff are suitably trained.

All staff are able to administer medicines once the consent forms have been signed and are in place.

## **10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## **11. 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.

The school is insured under the insurance of the Local Authority.

## **12. Complaints**

Should parents be unhappy with any aspect of their child's care at St Mary's Church of England School, they must discuss their concerns with the school. This will be with their child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the St Mary's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board annually.

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

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives

- Health and safety
- Safeguarding
- Special educational needs information report and policy

## Appendix 1



### ST MARY'S CHURCH OF ENGLAND SCHOOL

Higher Trehaverne, Truro, Cornwall, TR1 3RJ

Telephone: 01872 276689 Email: [secretary@st-marys-truro.cornwall.sch.uk](mailto:secretary@st-marys-truro.cornwall.sch.uk)

Website: [www.st-marys-truro.cornwall.sch.uk](http://www.st-marys-truro.cornwall.sch.uk)

Head Teacher: Mrs N Bray

#### PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

St Mary's Church of England School will not give your child medicine unless you complete and sign this form.

Date	
Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

#### Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	

Are there any side effects that the school needs to know about?

Self-administration – y/n

Procedures to take in an emergency

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	<b>School Office</b>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Mary's Church of England School staff administering 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.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Appendix 2**

### **Contacting emergency services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1.     your telephone number
2.     your name
3.     your location as follows [insert school/setting address]
4.     state what the postcode is (please note that postcodes for satellite navigation systems may differ from the postal code)
5.     provide the exact location of the patient within the school setting
6.     provide the name of the child and a brief description of their symptoms
7.     inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8.     put a completed copy of this form by the phone