



# **Supporting Pupils with Medical Conditions Policy**

Fenstanton and Hilton Primary School

Reviewed by: The Full Governing Body

Date of Review: February 2023

Date of Next Review: February 2024

Policy adopted from The Key for School Leaders model policy.

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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, 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)

**The named person with responsibility for implementing this policy is Richard Martin, Headteacher.**

## 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](#).

This policy is linked to [Ensuring a good education for children who cannot attend school because of health needs](#), a DfE-produced statutory guidance document for local authorities.

## 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.

## 4. Equal opportunities

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

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

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

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

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

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

See Appendix 1.

## 6. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence or advice 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 the headteacher 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

## **7. Managing medicines**

Please see our separate policy - *Administration of Medicines Policy* - for further information on the management and administration of medicines to pupils.

## **8. Emergency procedures**

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

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

## 9. Training

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

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

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the 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 pupils
- Fulfill 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. Staff will understand the scope and remit of their support in a child's IHP and know when and whom to seek for further advice.

## 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. Please see Appendix 2 for the school's Medicines Consent Form. These forms are kept in pupil folders to record when medicine has been administered.

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 details of the school's insurance policy are:

Insurance is taken through Cambridgeshire County Council SAIF Zurich Insurance policy which includes Employers Liability Limit of Indemnity of £25,000,000 covering all employees and pupils. The policy also includes personal accident insurance of varying levels of claim.

## 12. Complaints

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

### **13. Monitoring arrangements**

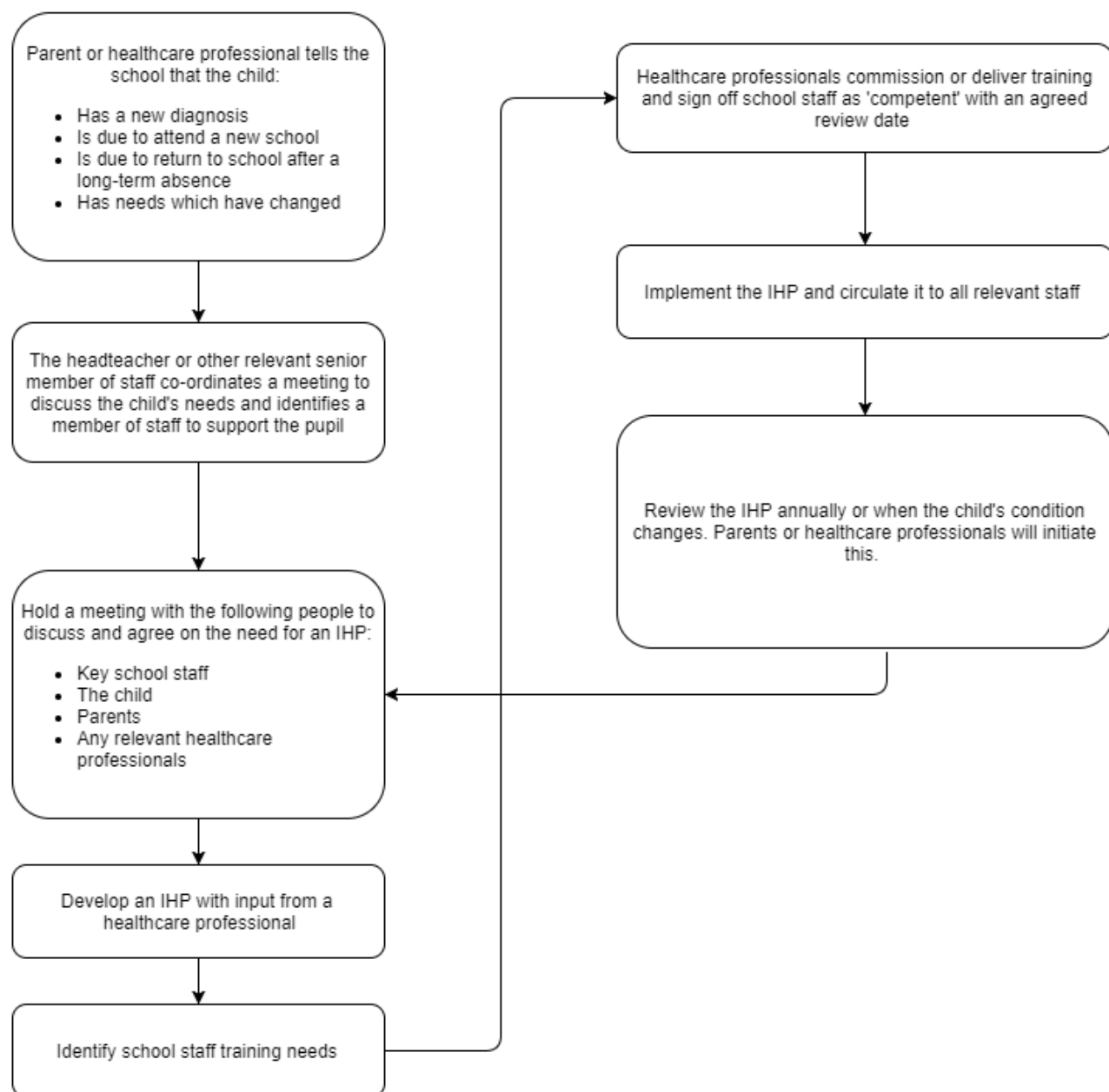
This policy will be reviewed and approved by the governing board every two years.

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

This policy links to the following policies:

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

## Appendix 1: Being notified a child has a medical condition





## Appendix 2: Medicines Consent Form

### FENSTANTON & HILTON PRIMARY SCHOOL MEDICINES POLICY PARENTAL / CARERS REQUEST FOR MEDICATION TO BE ADMINISTERED IN SCHOOL

**PLEASE READ. In accordance with our school medicines policy:-**

- The school will not administer any medication without this form being completed first.
- The school will only administer medication that is in the original container with the pharmacy label clearly showing the child's name, medication name, dosage and expiry date.
- **The school will not administer medication that has been prescribed to be taken 3 times per day.**
- The school will administer medication that has been prescribed to be taken 4 times per day.
- **The school will administer medication at lunchtime only – guaranteed timings cannot be assured** (Excluding medication for ongoing conditions eg Asthma, Diabetes, Anaphylaxis)
- **Parents/Carers may come into school to administer medication.**
- The request form for pupils on long term medication should be renewed by the parent/carer when required by school and in any event at the beginning of each new school year.
- Parents/Carers are responsible for notifying the school immediately in writing of any changes in medicines or dosage.
- Parents/Carers are responsible for collecting and disposing of any unused or expired medicine.

CHILD'S NAME		CHILD'S CLASS	
DATE OF BIRTH	MALE/FEMALE	ADDRESS	
CONDITION /ILLNESS			
DOCTOR'S NAME	DOCTOR'S PRACTICE	PRACTICE ADDRESS	
NAME OF MEDICATION		TYPE OF MEDICATION: SYRUP / TABLET / INHALER / EPIPEN / OTHER, PLEASE SPECIFY:	
DATE DISPENSED	DOSAGE AND METHOD	BEFORE / AFTER LUNCH	
PRECAUTIONS/ SIDE EFFECTS	TO BE ADMINISTERED BY CHILD? YES / NO	EMERGENCY PROCEDURE	
TO BE COLLECTED AT THE END OF EACH <u>DAY</u> YES/NO IF YES,WHO WILL COLLECT			
PARENT/CARER'S NAME	RELATIONSHIP TO CHILD	CONTACT PHONE NO.	ADDRESS. AS ABOVE /OR:

I UNDERSTAND THAT I MUST DELIVER THE MEDICATION TO THE SCHOOL OFFICE AND COLLECT IT WHEN FINISHED AND ACCEPT THAT THIS IS A SERVICE WHICH THE SCHOOL IS NOT OBLIGED TO UNDERTAKE.

I AUTHORISE THE QUALIFIED FIRST AIDERS TO ADMINISTER THE ABOVE MEDICATION AND RELEASE THEM FROM ALL FURTHER LIABILITY FOR ANY CONSEQUENT ADVERSE EFFECTS, REACTIONS OR ANY UNFORESEEN CIRCUMSTANCES WHICH MIGHT ARISE.

I HAVE READ THE STATEMENT ABOVE AND POLICY DETAILS AT THE TOP OF THE PAGE.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_