

Streatley C of E (VC) School



Streatley Church of England (VC) Primary School

Name of policy: Supporting Pupils with Medical
Conditions Policy

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Supporting Pupils with Medical Conditions Policy

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1 Introduction and Aims

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This policy should be read in conjunction with the SEN policy if applicable and First Aid and managing medicines policy.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

2 Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Board

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher

- Should ensure all staff are aware of this policy and understand their role in its implementation
- Should ensure all staff who need to know are informed of a child's condition
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHP's, including in emergency and contingency situations, and they are appropriately insured
- Is responsible for the development of IHP's
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

School Staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- Any staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School Nurses

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- May support staff on implementing a child's IHP and provide advice and liaison

Other healthcare professionals

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- May provide advice on developing healthcare plans
- Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, Diabetes)

Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- Must provide the school with sufficient and up to date information about their child's medical needs
- Are the key partners and should be involved in the development and review of their child's IHP
- Should carry out any action they have agreed to as part of the IHP implementation

3 Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor, or in some specific cases, dentist.

A “staff member” is defined as any member of staff employed at Streatley Primary School, including teachers.

4 Training

Teachers and support staff will receive regular and ongoing training as appropriate to the medical needs of the children in school. Specific additional training will be given when a new medical condition is identified in a child, if this is necessary to support this child in school.

5 Individual Health Care Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Co-ordinator (SENCO)/Inclusion Manager and medical professionals.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

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

The following information should be considered when writing an IHCP:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupils resulting needs, including medication and other treatments, times, facilities equipment , testing, dietary requirements and environmental issues
- Specific support for the pupils educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, expectation of their role, confirmation of the proficiency and cover arrangements
- Who in school needs to be aware of the child'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 (children who are competent hold be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- Confidentiality
- What to do if a child refuses to take medicine or carry out a necessary procedure
- What to do in an emergency, who to contact and contingency arrangements
- Where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

6 Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

No child under 16 years of age will be given medication containing Aspirin or Ibruprofen without a doctors 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) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of four weeks supply of the medication may be provided to the school at one time.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed and these will be kept in a securely locked cabinet.

Any medications left over at the end of the course will be returned to the child's parents

Written records will be kept of any medication administered to children, with the exception of asthma inhalers (unless in exceptional/specific circumstances)

Pupils will never be prevented from accessing their medication, and inhalers will be kept accessible in the classroom for use by the relevant children at all times.

Streatley Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

7 Emergencies

Where an Individual Healthcare Plan (IHP) is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

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, a member of staff will remain with the child until their parents arrive. Information regarding their medication and medical issues and a copy of their data

collection form should be taken by the member of staff accompanying the child to hospital so that this information can be passed on to the medical professionals prior to the parents arrival.

8 Avoiding unacceptable practice

Streatley Primary School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment, although there may be some commonality
- 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 in school (unless specified in the IHCP)
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where their 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
- 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.
- Preventing children from easily accessing their medication and administering it when and where necessary

However, the school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

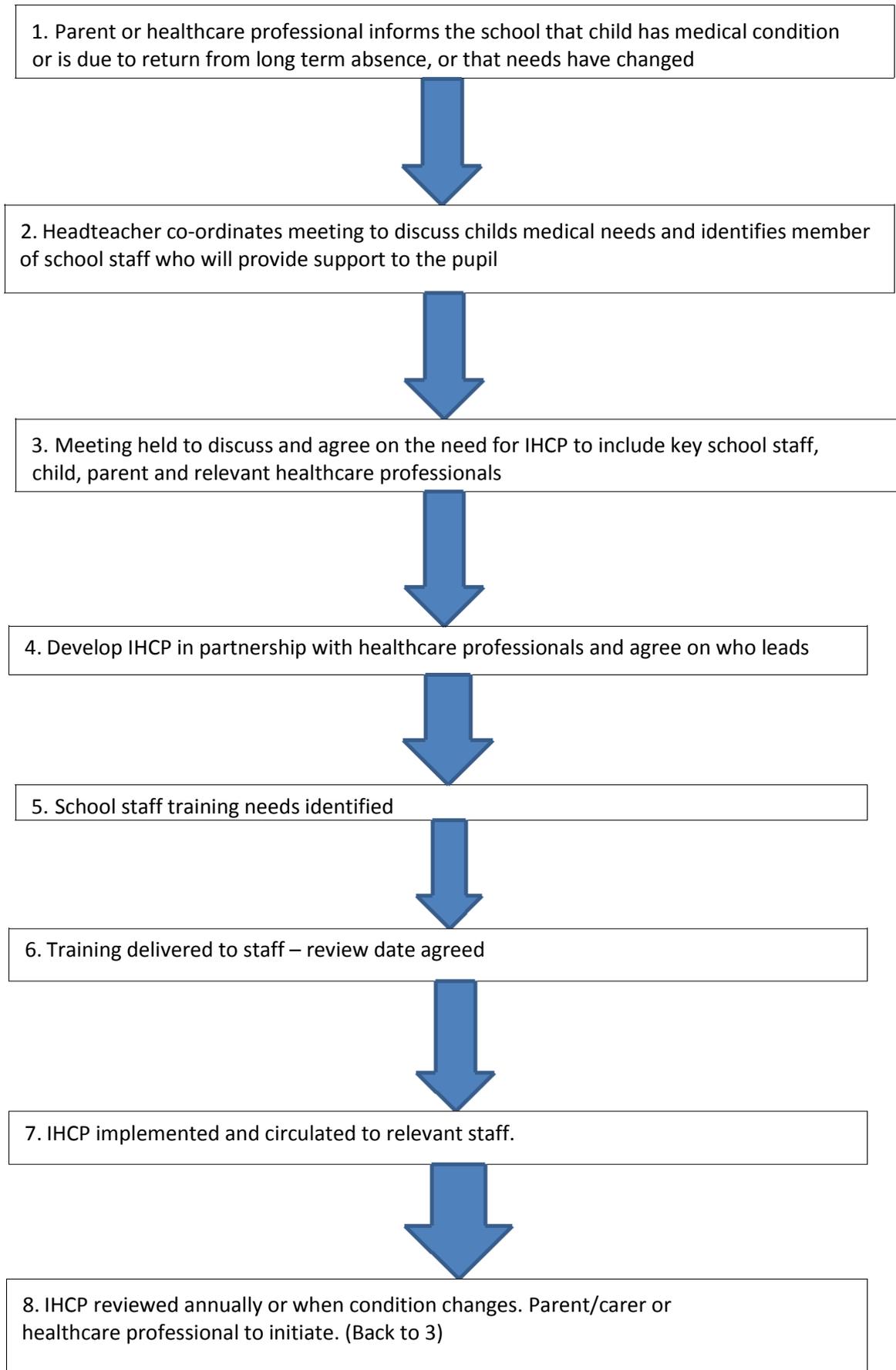
9 Insurance

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

10 Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the schools complaints procedure. The details of how to make a complaint can be found in the Complaints Policy.

Appendix 1 – Individual Healthcare Plan Implementation Procedure



Appendix 2 Individual Healthcare Plan Template

Streatley Primary Individual Health Care Plan

Child's name

Tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 3 - Parental agreement for a school to administer medicine template

(Form 1)

The school will not give your child medicine unless you complete and sign this form. The school follows guidance from healthcare professionals on administering medicines and staff who have agreed to administer medication are appropriately trained at regular intervals.

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Any other instructions

Contact Details

Daytime phone no. of parent or
adult contact

Name and phone no. of GP

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school procedures. 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's Signature _____

Print name _____

Date _____

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

Staff member agreement to administer medicine

It is agreed that *[name of child]* _____ will receive *[quantity and name of medicine]* _____ every day at *[time medicine to be administered e.g. lunchtime or afternoon break]* _____

[Name of child] _____ will be administered with the medication/self administered under supervision of staff *[name of member of staff]* _____

This arrangement will continue until *[either end date of course of medicine or until instructed by parents]* _____

Date _____

Signed _____
(named member of staff)

Signed _____
(Member of the Leadership Team)

Appendix 5 – Request for child to carry his/her own medicine (Form 4)

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals

Child's name

Class teacher

Address

Name of medicine

Procedures to be taken in an emergency

Contact Information

Name

Daytime phone no.

Relationship to child

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed

Date

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

Appendix 6 - 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.

- Your telephone number – 01491 872399
- Your name.
- Your location as follows: Streatley Primary School, The Coombe, Streatley, Reading, Berkshire RG8 9QL
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include **add details of team**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I **or add name of other staff lead** would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,