



# Supporting children with medical conditions policy

**Alwyn Infant School and Courthouse Junior School**

**Approved by:** Governing Board

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### 1. Aims

This policy aims to ensure that:

- Children, staff and parents/carers understand how our school will support children with medical conditions
- children with medical conditions, both physical and mental health, are properly supported to allow them to access the same education as other children, including school trips and sporting activities

### 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 ensure suitable arrangements are in place for supporting children at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting children at school with medical conditions](#).

### 3. Roles and responsibilities

#### 3.1 The Governing board

The Governing Board understands and fulfils its responsibilities by:

- Ensuring there is a school policy that reflects the approach to managing needs
- Ensuring the schools train staff in line with school policy
- Liaising with the Executive Headteacher and SENDCo over the school's approach to meeting the needs of children with medical conditions

### 3.2 The Executive Headteacher

The Executive 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
- Make sure that school staff are appropriately insured and aware that they are insured to support children in this way
- 

**3.3 The named person** responsible is the SENDCO. They will:

- Take overall responsibility for the development of IHPs, working with other members of staff and the parents
- Contact the specialist advisory services or school nursing team in the case of any child who has a medical condition that may require additional support at school
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Maintain purposeful contact with families and support agencies as appropriate
- Provide a key worker, if appropriate for the child and their condition

### School Staff

Supporting children 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 children 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 children 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 children with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

### 3.4 Parents/Carers

Parents/Carers 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, training support 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 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. For younger children, parents will need to support this.

### 3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a child has been identified as having a medical condition that will require support in school. This will be before the child 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.

The school will contact the healthcare professionals for advice whenever necessary.

## 4. Day trips, residential visits and sporting activities

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

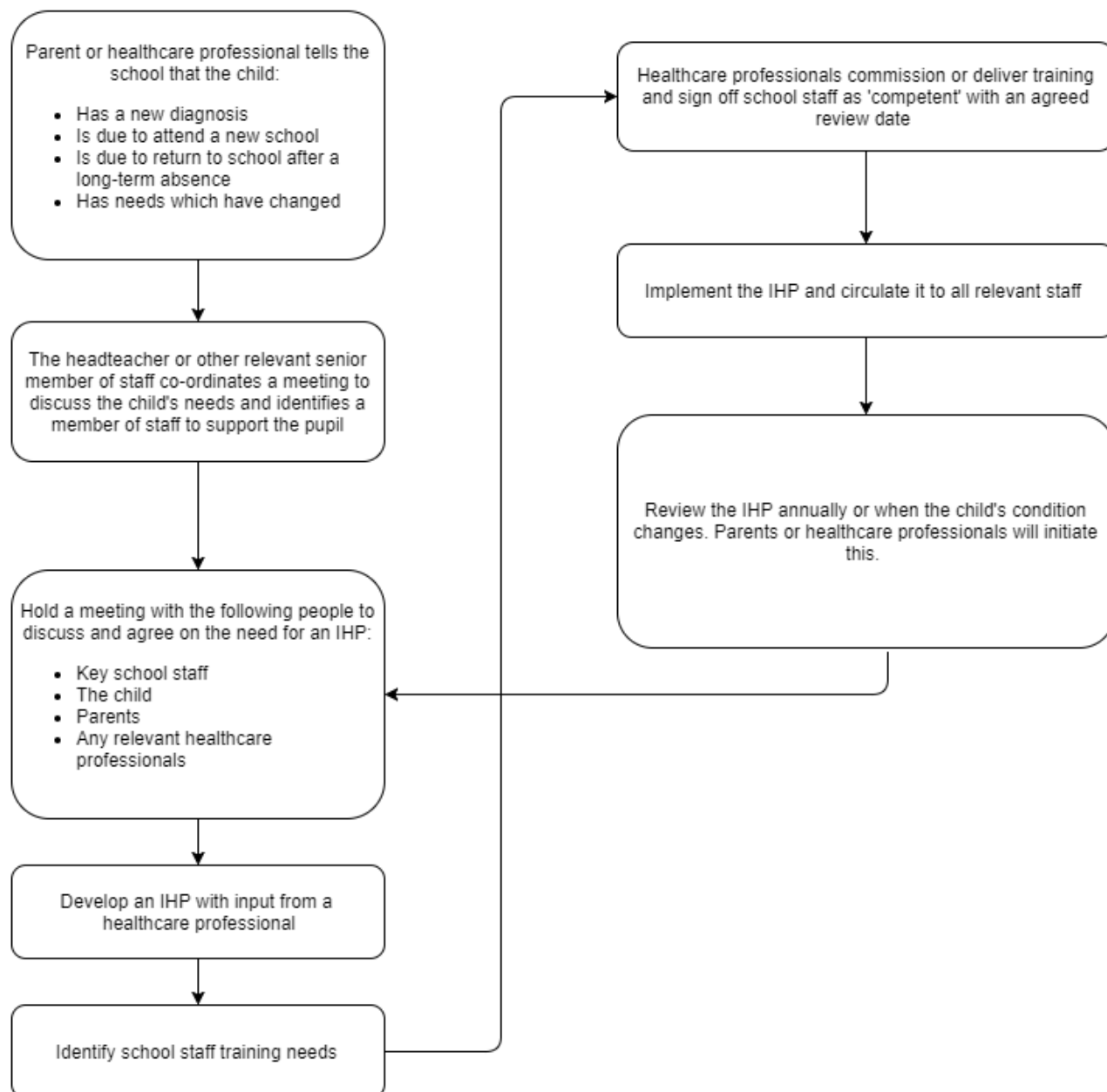
The school will consider what reasonable adjustments need to be made to enable these children to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. In doing so, children, their parents/carers 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 child has a medical condition, the process outlined below will be followed to decide whether the child 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 children who are new to our school.



## 6. Individual healthcare plans

The Executive Headteacher has overall responsibility for the development of IHPs for children with medical conditions. This may be delegated to the school SENDCo or Head of School.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed or the SENDCo has set an agreed timescale.

Plans will be developed with the child's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all children with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Executive Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the child's specific needs. The child will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a child 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 Executive Headteacher/SENDCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The child'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 child's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a child 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 child'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 child's condition and the support required
- Arrangements for written permission from parents/carers and the Executive Headteacher for medication to be administered by a member of staff, or self-administered by the child 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 child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Only prescription medicines will be administered at school:

- When it would be detrimental to the child's health or school attendance not to do so **and**
- Where we have parents'/carers' written consent

The exception to this is antihistamine as they are not always available on prescription. Written permission must be given by the parents.

The school will only accept medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately, if age appropriate. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children or named adults.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Any medical sharps are to be disposed of in a sharps bin provided by the parents/carers.

### **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.

All controlled drugs are kept in a secure cupboard in the school admin area 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.

Medicine should be administered to individual children, stating what, how and how much was administered, when and by whom. Side effects of the medication should be noted.

### **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.

### **7.3 Asthma inhalers**

Emergency salbutamol inhaler can only be used by children:

- Who have been diagnosed with asthma, and prescribed a reliever inhaler
- OR who have been prescribed a reliever inhaler

AND for whom written parental consent for use of the emergency inhaler has been given.

This information should be recorded on a child's IHP or medical card.

The school will keep a register of children who have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which will be kept with the emergency inhaler.

### **7.4 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the child's IHP or medical alert card, but it is generally not acceptable to:

- Prevent children from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers
- 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 child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, 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 children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child.

## **8. Emergency medical procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All children's IHPs/medical alerts will clearly set out what constitutes an emergency and will explain what to do.

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

## **9. Training**

Staff who are responsible for supporting children 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 children 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 Executive Headteacher/SENDCo/Head of School. 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 children
- Fulfil the requirements in the IHPs or medical alert card
- 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.

Parents/Carers can provide specific advice but should not be the sole trainer.

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.

All staff have completed basic first aid training.

## **10. Record keeping**

The Governing Board will ensure that the school policy is being followed. Written records are kept of all medicine administered to children. Parents/carers will be informed if their child has been unwell at school.

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

Medical alert and advisory posters are displayed in the relevant classroom or school areas.

## **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 held with the local authority. We are a member of the Department for Education's risk protection arrangement (RPA).

## **12. Complaints**

Parents/carers with a complaint about their child's medical condition should discuss these directly with the SENDCo or Head of School in the first instance. If unresolved they can contact the Executive Headteacher. If they cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

## **13. Monitoring arrangements**












This policy will be reviewed and approved by the Governing Board every 2 years and more frequently if required.

## 14. Linked with other policies

This policy is linked to the

- [SEND Policy](#)
- First Aid policy
- Health and Safety policy
- Emergency Plan

### Appendix 1

| Do  | Do not  |
|---|---|
|  Remember that any member of school staff may be asked to provide support to children with medical conditions, but they are not obliged to do so                                       |  Give prescription medicines or undertake healthcare procedures without appropriate training   |
|  Check the maximum dosage and when the previous dosage was taken before administering medicine   |  Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions   |
|  Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it |  Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances                       |
|  Inform parents/carers if their child has received medicine or been unwell at school   |  Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor  |
|  Store medicine safely   |  Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents/carers |
|  Ensure that the child knows where his or her medicine is kept, and can access it immediately  |   |



**Appendix 2: Individual healthcare plan (if not supplied by HealthCare Trust)**

Name of school/setting

Child's name

Group/class/form

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 child'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 Request for the Administration of Medicine**

School staff will not give your child medicine unless you complete and sign this form. Please note that if your child requires antibiotics less than 4 times in a day, this can be administered at home.

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/setting 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 no.

Relationship to child

Address

|  |
|--|
|  |
|  |
|  |
|  |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer 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(s) \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 3: Record of medicine administered to a child****Child's name:** \_\_\_\_\_**D.o.B:** \_\_\_\_\_

|                                       |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|
| <b>Date</b>                           |  |  |  |  |  |
| <b><u>Time given</u></b>              |  |  |  |  |  |
| <b><u>Dose given</u></b>              |  |  |  |  |  |
| <b><u>Name of member of staff</u></b> |  |  |  |  |  |
| <b><u>Staff initials</u></b>          |  |  |  |  |  |
| <b>Date</b>                           |  |  |  |  |  |
| <b><u>Time given</u></b>              |  |  |  |  |  |
| <b><u>Dose given</u></b>              |  |  |  |  |  |
| <b><u>Name of member of staff</u></b> |  |  |  |  |  |
| <b><u>Staff initials</u></b>          |  |  |  |  |  |
| <b>Date</b>                           |  |  |  |  |  |
| <b><u>Time given</u></b>              |  |  |  |  |  |
| <b><u>Dose given</u></b>              |  |  |  |  |  |
| <b><u>Name of member of staff</u></b> |  |  |  |  |  |
| <b><u>Staff initials</u></b>          |  |  |  |  |  |
| <b>Date</b>                           |  |  |  |  |  |
| <b><u>Time given</u></b>              |  |  |  |  |  |
| <b><u>Dose given</u></b>              |  |  |  |  |  |
| <b><u>Name of member of staff</u></b> |  |  |  |  |  |
| <b><u>Staff initials</u></b>          |  |  |  |  |  |
| <b>Date</b>                           |  |  |  |  |  |
| <b><u>Time given</u></b>              |  |  |  |  |  |
| <b><u>Dose given</u></b>              |  |  |  |  |  |
| <b><u>Name of member of staff</u></b> |  |  |  |  |  |
| <b><u>Staff initials</u></b>          |  |  |  |  |  |

#### **Appendix 4: 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