



## POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Last Review: November 2017  
Committee: Resources  
Date Ratified: 7 December 2017  
Next Review: September 2018

### RATIONALE

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the ongoing support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies in order to support effectively students with medical conditions.

### ROLES AND RESPONSIBILITIES

The Named Person responsible for children with medical conditions is the SENCO.

#### This person is responsible for:

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans.
- Working together with parents, students, healthcare professionals and other agencies.

#### The Governing Body is responsible for:

- **Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.**

#### The Headteacher is responsible for:

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including covering absence and staff turnover.
- Ensuring that school staff are appropriately insured and aware that they are insured.

#### Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in Individual Healthcare Plans.
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

### The County School Nurse is responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at the school.
- **Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.**

### Parents/Carers are responsible for:

- **Keeping the school informed about any changes to their child's health.**
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication and/or equipment their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan for their child in collaboration with the responsible person and healthcare professionals.

### PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A STUDENT HAS A MEDICAL CONDITION

- The named person will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an Individual Healthcare Plan will be drawn up.
- Appendix A outlines the process for developing individual healthcare plans.

### INDIVIDUAL HEALTHCARE PLANS (IHCPs)

- An IHCPs will be written for students with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the **child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency** clarity.
- Where a child has special educational needs (SEN) but does not have a statement or Education, Health and Care (EHC) plan, their special educational needs will be mentioned in their Individual Healthcare Plan.
- Individual Healthcare Plans will be reviewed annually or earlier if evidence is provided that a **child's needs have changed.**

### MEDICINES

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, written consent from parents must be received before administering any medicine to a child at school. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances where the advice of the Headteacher will be sought.
- Where a student is prescribed medication without the knowledge of their parent/carer, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- **No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.**
- Medicines will only be accepted for administration if they are prescribed, in date, labelled, provided in the original container (except in the case of insulin which may come in a pen or pump) as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- 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. Passing such drugs to others is an offence which will be dealt with under our Drug Policy.
- Medicines will be stored safely. Children should know where their medicines are at all times.
- Written records will be kept of all medicines administered to children.
- Any medications **left over at the end of the course or year will be returned to the child's parents.**
- Students who are competent to manage their own health needs and medicines, after discussion with parents/carers, will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

- Paracetamol will be administered to a child for headache, toothache, earache, period pain and to relieve mild cold symptoms, providing the parent/carer has given permission on the '**Permission to administer paracetamol**' form. Paracetamol will not be administered to a child before 11.30am and a written note will be issued giving the time, date and reason for administration.

## ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office.

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. **The school's telephone number**
  2. Your name
  3. Your location (school address)
  4. Provide the exact location of the patient within the school
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises staff to meet and guide the ambulance crew.
- Contact the parents to inform them of the situation.
- A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff should accompany the child in the ambulance.

## ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

## UNACCEPTABLE PRACTICE

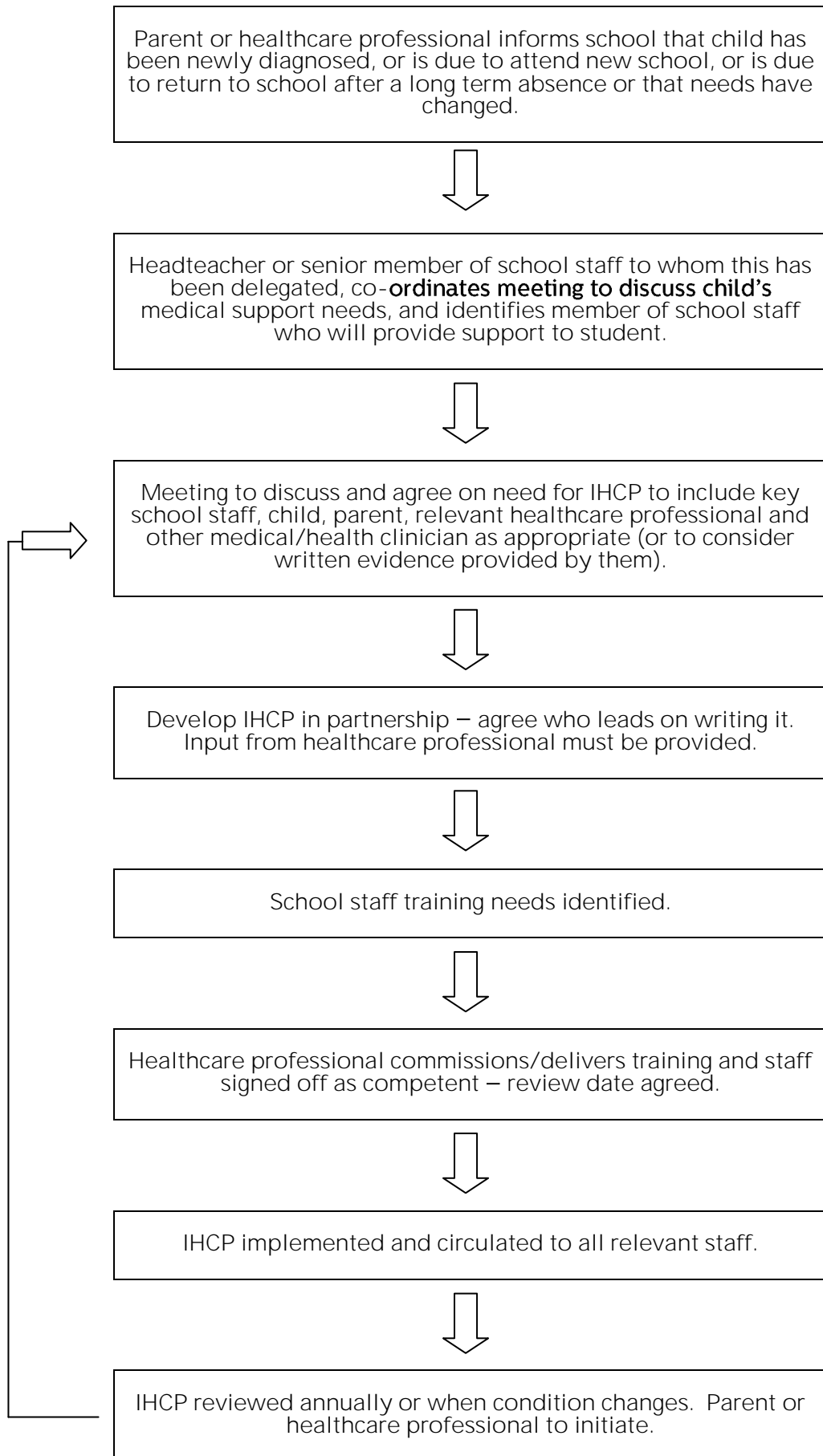
The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner:

- Preventing children from easily accessing their inhalers and medication and administering the medication when and where necessary.
- Assuming that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents, or ignore medical evidence or opinion (although this may be challenged).
- Sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Requiring parents, or otherwise making 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.**
- Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## COMPLAINTS

- **An individual wishing to make a complaint regarding the school's actions in supporting children with medical conditions should discuss this with the school in the first instance.**
- If the issue is not resolved, then a formal complaint may be made, following the Complaints Policy.

## ANNEX A: PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS



## ANNEX B: INDIVIDUAL HEALTHCARE PLAN

Name of school/setting	SIR WILLIAM ROMNEY'S SCHOOL
<b>Child's name</b>	
Group/class/form	
Date of birth	
<b>Child's address</b>	
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

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

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

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Daily care requirements

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

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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

## ANNEX C: PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	<b>SIR WILLIAM ROMNEY'S SCHOOL</b>
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
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	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## ANNEX D: RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of school/setting	<b>SIR WILLIAM ROMNEY'S SCHOOL</b>
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



D: RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD (CONTINUED)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



## ANNEX F: STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES

Name of school/setting	SIR WILLIAM ROMNEY'S SCHOOL
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

**Trainer's signature** \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## ANNEX G: 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 [**Sir William Romney's School, Lowfield Road, Tetbury, Glos GL8 8AE**]
4. provide the exact location of the patient within the school setting
5. provide the name of the child and a brief description of their symptoms
6. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
7. put a completed copy of this form by the phone

## ANNEX H: MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent

### 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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 on 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 involve [the following people]. 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 another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely