



Supporting pupils at school with medical conditions

Policy and Procedures

Supporting pupils at school with medical conditions

1. Context

This policy and its associated procedures are set in the context of the following legislation and guidance.

- The Children and Families Act 2014 Section 100
- Statutory Guidance Supporting pupils at school with medical conditions
- Equality Act 2010
- Special Educational Needs Code of Practice 2014

The policy should also be considered in the context of our ethos-mission and values

Our School Mission

As the family of Jesus, we learn and love together.

United in our faith in Jesus, our school family will love, nurture and inspire every child to reach their potential.

2. Key Aims

- Pupils at the Federation of St Mary's with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The Governing Body will ensure that arrangements are in place in the schools to support pupils with medical conditions.
- The Governing body will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Objectives

- To support children with medical conditions, in terms of both physical and mental health, and ensure they are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To liaise with parents and appropriate health care providers to ensure the pupil's needs are met as fully as is reasonably possible.
- To facilitate re-integration after long periods of absence for medical reasons.
- To manage short term frequent absences through ill health to ensure the pupil does not fall far behind their peers.
- Where deemed necessary to provide an Individual Health Care Plan ([see Appendix A](#))

4. Implementation of appropriate procedures

(a) Responsibilities

- The SENCo will be the person responsible for oversight of procedures including the appropriate training of relevant staff
- All relevant staff will be informed of the pupil's condition
- Cover arrangements will be planned in the case of absence of a relevant member of staff
- Supply teachers will be appropriately briefed regarding the pupil's needs
- Appropriate risk assessments will be undertaken for any educational visits or out of school activities
- The SENCo will oversee the monitoring of the pupil's individual healthcare plan.

(b) Notification of a medical condition

- Arrangements will be put in place to receive a pupil via transition, reintegration or diagnosis.
- Appropriate medical advice will be sought and staff trained
- Where entry into school is mid-term, arrangements will be put in place within two school weeks

5. Individual Health Care Plans

- The person responsible for the establishment and monitoring of an individual health care plan is the SENCo.
- IHPs will be reviewed at least annually or on the receipt of evidence which indicates the pupil's needs have changed
- A flow chart for implementation of an IHP is provided in [Appendix B](#)
- An IHP will be drawn up in consultation with parents, the pupil and relevant health care professionals. On occasions, if required, office staff, class teachers and TAs will also be consulted.
- The following aspects should be included in the IHP:
 - 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
 - the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
 - details of 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 schools need to be aware of the child's condition and the support required;
 - arrangements for written permission from parents and the principal 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 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 whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan

prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Role of Parents

Parents should provide appropriate and relevant information at the earliest opportunity and also implement any agreed strategies in the IHP.

6. Role of pupils

The relevant pupil should, where appropriate, be involved in their own health care plan and management of their condition. Pupils who are sufficiently competent will be enabled to manage their condition and medication with appropriate support where necessary

7. Roles of staff, school nurse, other healthcare professionals, Local Authority and the Clinical Commissioning Group.

- Staff will receive appropriate training before they take on responsibility for pupils with medical conditions.
- The school nurse may support staff in the implementation of a pupil's IHP
- Other healthcare professionals should notify the schools of any specific needs required to support a pupil with a medical condition.
- Where a pupil's needs cannot be met within the schools the Local Authority has a duty to make other arrangements.
- CCGs should ensure their commissioning arrangements are adequate to provide the ongoing support essential to the safety of vulnerable children whilst in school.

8. Staff Training

- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training
- Appropriate training will be provided for all relevant staff. [See Appendix E](#)
- Preventative and emergency measures will be provided so that staff can act swiftly in an emergency.

9. Administering Medicines

- Medicines should only be administered at the schools where it would be detrimental to the pupil's health or attendance not to do so.
- No pupil will be given prescription medicines without the written permission of the parents See [Appendix C](#)
- No pupil under the age of 16 will be given a medicine containing aspirin unless prescribed by a doctor. Other pain relief medication should never be provided without checking the maximum dosage, when a previous dose was taken and parents must be informed.
- The schools can only accept prescribed medicines if in original container and with clear instructions for administration, dosage and storage. The only exception to this may be insulin which must be in date but may be stored in a pen or pump.
- All medicines must be stored safely and accessible immediately. Medicines and devices such as asthma inhalers, blood glucose testers and adrenaline pens must always be readily available and never locked away. Consideration should be given under risk assessments for medicines on school trips
- Unused medicines will be returned to parents. Sharps boxes will be used for the disposal of needles.
- Controlled drugs must be easily available in an emergency and a record kept of any dosage administered.
- Staff may administer a controlled drug in accordance with prescriber's instructions and a central record kept.
- Any side effects should be noted and reported to parents immediately.
- Medicine will be administered at a child's lunchtime unless requested otherwise. In the unlikely event of a late or missed dosage parents will be contacted immediately.
- When possible medicine will be self-administered under the supervision of the trained adult

11. Record Keeping

A central written record will be maintained noting the administering of any medicine, including, date, time, dosage and any side effects. Parents will be notified of any medicines administered. ([See Appendix D](#))

12. Emergencies

- In the event of an emergency staff should follow procedures laid out in the pupil's individual healthcare plan.
- Should the pupil require hospital a member of staff will remain with the pupil until a parent arrives.
- Staff supervising trips should be aware of the relevant risk assessments and emergency procedures and should be equipped with a mobile phone.

13. Unacceptable Practice.

The following is deemed as unacceptable:

- Preventing a pupil from accessing an inhaler or necessary medication
- Assuming a pupil with the same condition requires the same treatment
- Ignoring the views of the pupil or parent
- Sending a pupil home frequently for reasons associated with their medical condition or preventing them for staying for normal school activities, unless it is stated in their IHP.
- If a pupil becomes ill sending them to an office or medical room unaccompanied or with someone unsuitable.
- Penalize pupils for absence associated with their medical condition.
- Preventing a pupil from drinking, eating, accessing the toilet or other breaks to meet the requirements of their medical condition.
- Requiring a parent to attend school to administer medication
- Preventing a pupil from accessing an educational visit by requiring a parent to accompany them.

14. The Federation provides an appropriate level of insurance by.....

Staff are covered by the above insurance arrangements when following the procedures as laid out above.

15. Complaints procedures

In the first instance any complaint should be raised with the Senco, Mrs N Follin who will refer to the appropriate senior member of staff.

Should the complaint not be resolved at this stage the parent may refer to the schools' Complaints Procedure a copy of which is available on our website or from the main school office.

16. Monitoring and Review

The policy will be monitored by means of SENCo reports and will be reviewed annually by the relevant governors' committee and amended in the light of any legislative changes as appropriate.

Policy Agreed on : October 2017

To be reviewed on : October 2018



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Appendices

Appendix A: individual healthcare plan

Photo here

Name of school

The Federation of St Mary's Catholic Schools:
Infant/Junior Site

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

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

Parents' description of previous symptoms:

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

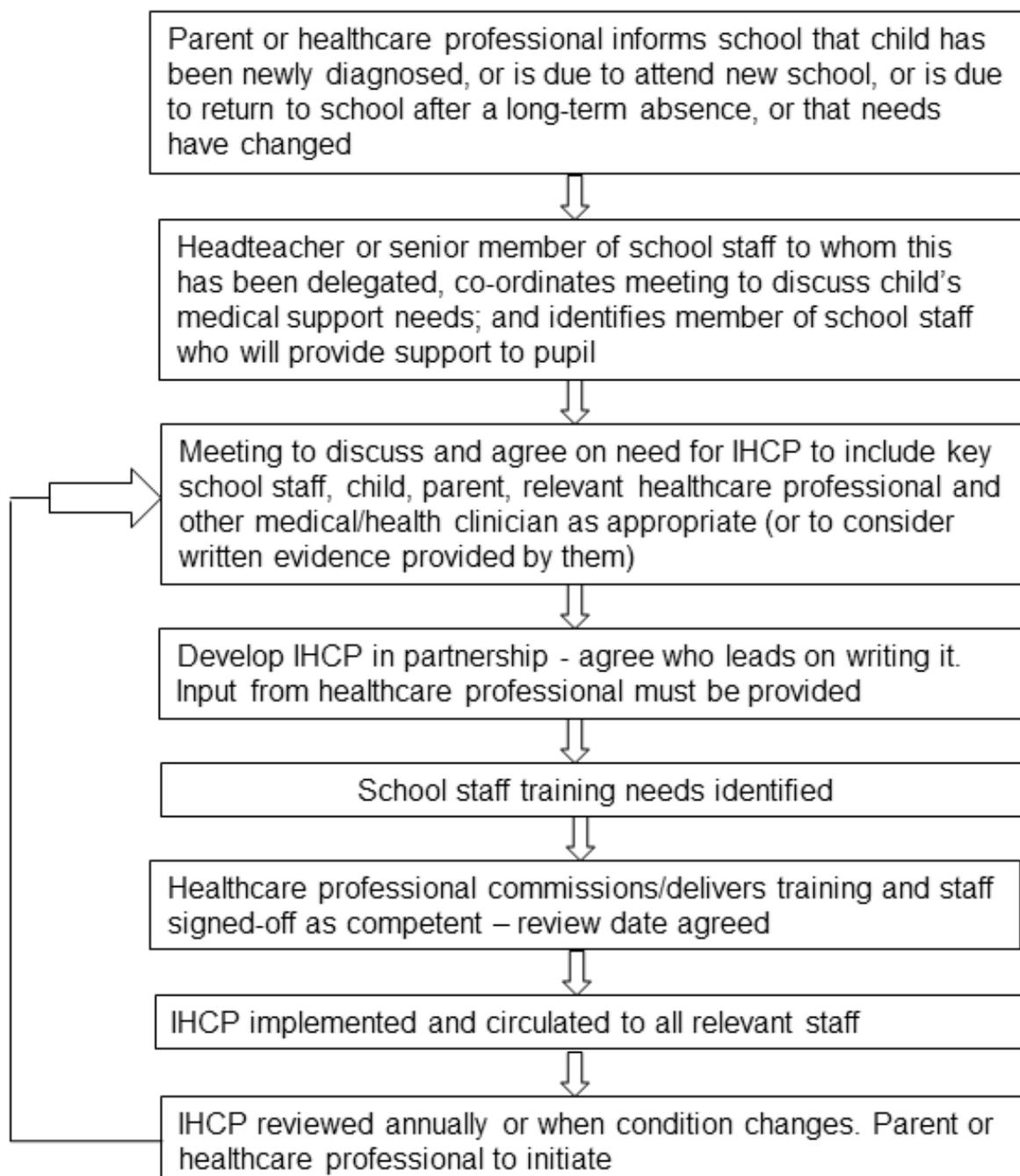
Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B: Model process for developing individual healthcare plans



Appendix E: staff training record – administration of medicines

Recommended staff to receive Opus Medical Training:

Office staff – Mrs J Hughes Mrs S Day

SENCo – Mrs N Follin

Extended Schools manager – Ms J Edge

Assistant heads – Mrs K Fleetwood-Redmond Mrs J Kavanagh

Name of school/setting	
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 - Annually