Policy and Procedure

Supporting Pupils with Medical Conditions

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1

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1. Introduction

Blessed Christopher Wharton Catholic Academy Trust adheres to their duty under Section 100 of the Children and Families' Act 2014 which places duty on schools to make arrangements to support pupils at their school with medical conditions to have the same right of admission as other students and to ensure, in terms of both physical and mental health, 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.

This policy has been written in line with the Supporting Pupils at School with Medical Conditions guidance issued by the Department for Education (DfE), Statutory Framework for Early Years Foundation Stage, Guidance for safer working practice for those working with children and young people in education settings, and Equality Act 2010 (as amended).

All references to 'headteacher' in this policy include executive headteacher and head of school depending on the leadership structure in place at the time of the complaint.

2. Principles

- All pupils with short- or long-term medical conditions are properly supported, are safe and have the same full access to education, including school trips and physical education, as other children
- Ensure staff have adequate and appropriate training in order to support children with medical needs

- Listen to and value the views of parents and children in order to build confidence in the medical support provided by the school
- Work with and consult health and social care professionals, including support with Education, Health and Care (EHC) plans
- Be fully compliant with the Equality Act 2010 and its duties
- Manage medicines within school in accordance with government and local advice
- Keep, maintain and monitor records in line with statutory guidance

3. Definition of the term medical condition used in this context

A medical condition that is long term with acute episodes, requires on-going support and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the academy council body will comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Education Needs and Disability (SEND) code of practice.

Key personnel

The details of the person with overall responsibility for implementing this policy and the development of individual healthcare plans in each of the Trust schools can be found in Appendix 5 of this document and are also available from the individual school office.

4. Responsibilities

The Academy Council will:

- Ensure arrangements are in place to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and maintained.
- Ensure the focus is on the best interest of the child and the needs of each individual child and how their medical condition impacts on their school life
- Ensure sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- Ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff
- Ensure pupils with medical conditions have the same rights of admission as other children
- Have arrangements in place to meet their statutory responsibilities and ensure policies, plans, procedures and systems are properly and effectively implemented
- Have a named person who has overall responsibility for policy implementation and ensure someone is always available and can deliver against individual healthcare plans in all situations
- Ensure this policy is accessible to parents and school staff
- Review this policy at least annually as part of their wider safeguarding duties

- Oversee the school's management of medicines to ensure that health & safety standards are met and that parents have confidence in the school's ability to support their child's medical needs
- Ensure that appropriate arrangements are made to include students with medical conditions on offsite activities
- Ensure that parents or carers are aware of the school's Complaints Policy
- Keep written records of any and all medicines administered to pupils whilst at school or on school visits and trips
- Ensure the level of insurance in place reflects the level of risk

The headteacher will:

- Ensure this policy is developed and effectively implemented with academy councillors, school staff and partners
- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure all staff who need to know are aware of a child's condition
- Ensure sufficient trained numbers of staff are available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Take overall responsibility for the development of individual healthcare plans
- Ensure staff are appropriately insured and that they aware that they are insured to support pupils in this way
- Make arrangements through the named person to manage the following; ○ prescription medicines in school
    - prescription medicines on trips and outings, including school transport
    - accurate record keeping when holding medicines ○ the safe storage of medicines
    - procedures for access to medicines during emergency situations ○ adhering to risk management procedures involving medicines
- That risk assessments and arrangements for off-site visits are checked
- Contact the appropriate agencies in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to their attention

The named person will:

- Ensure staff work in partnership with parents or carers to ensure the well-being of children and young people
- Ensure that interruption to school attendance for medical reasons will be kept to a minimum
- Ensure staff who have volunteered to administer medicines will receive the appropriate training ● Adhere to individual healthcare plans
- Ensure all cultural and religious views, made known to the school in writing, will be respected

School staff should:

- Understand they may be asked to provide support to pupils with medical conditions, including the administering of medicines
- Receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support a child with medical conditions

- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School nurses will:

- Notify the school when a child has been identified as having a medical condition which requires school support, ideally before the child starts at the school
- Support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example training, if required
- Be a valuable resource for school staff seeking advice and support in relation to children with a medical condition

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.

We ask our parents to:

- Provide the school with sufficient and up-to-date information about their child's medical needs using a standard form and be involved in the arrangements to develop and review their child's individual healthcare plan
- Deliver any medicine, which cannot be administered outside the school day, to the school in its original container(s) ensuring that the medicine is not out of date and that it has previously been stored correctly
- Clearly mark all medicines with the following information; ○ the child's name on the medicine ○ when the medicine should be given; ○ the prescribed dose and pharmacist's instruction, e.g., after meals
- Notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to individual healthcare plans or previous agreement
- Inform the school about other issues or symptoms their child may have experienced overnight or before school; this is particularly important for asthma conditions
- Ensure they or another nominated adult are contactable at all times

It must be remembered that the prime responsibility for a child's health rests with parents or carers.

If after discussion with parents or carers, children who are deemed competent are;

- Encouraged to take responsibility for managing their own health needs and medicines but we continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes. When this occurs parents should request permission from the headteacher in writing and provide relevant details about the type and dosage of the medicine
- Recommended that only one dose be brought to school at any one time in order to reduce potential risk of medicines being abused
- Asked to adhere to the procedures in their individual healthcare plan

5. Individual healthcare plans

Individual healthcare plans will be developed in partnership with parents, pupils and healthcare professionals. These will set out the support that is needed so that the impact on school attendance, health, social wellbeing

and learning is minimised. Not all conditions will require an individual healthcare plan. In some cases, the agreement request to hold medicines will be sufficient to cover short term conditions and treatment. Trust school's will use standard templates to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which academy councillors have responsibility. The individual healthcare plans will be tailored to meet the child's best interest and the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the named person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g. changes in medication). Individual healthcare plans will include details on emergency arrangements and these will be shared with all relevant staff, first aiders and school office staff, where necessary. Where pupils have been issued with an EHC plan by the local authority, any individual healthcare plan will be linked to, or become part of that EHC.

6. Staff training and support

Most medicines to be administered will not require staff to be professionally trained; however, the school will ensure that staff are supported in carrying out their role to support pupils with medical conditions. Those supervising the administering of medicines will be trained to a level of competence and understand the requirement for accurate and timely record keeping. Staff who maintain these records are trained to know what action to take, (such as referring to the Designated Safeguarding Lead) if they have a concern around the welfare of an individual pupil. If an individual healthcare plan is applied to particular children / young people, additional training will be given by a nominated healthcare professional, e.g., use of a nebuliser, using adrenaline pens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a healthcare professional. A record of Training Forms will be completed, maintained and held securely.

7. Managing medicines on school premises and on off-site activities

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so and when written parental consent has been received – unless in exceptional circumstances.

Our school's will:

- Ensure all medicines are stored safely, except asthma inhalers, blood glucose testing meters and adrenaline pens which will be readily available and not locked away. Prescribed controlled drugs will be stored securely in a non-portable container and only accessible to named staff
- Never give medicine containing aspirin unless prescribed by a doctor
- Never administrate medication for pain relief without first checking maximum dosages and when the previous dosage was taken. We will always inform the parents if medication has been administrated
- Not accept prescribed medicines which are not in-date, labelled provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin which must be in-date and is usually available to the school inside an insulin pen or a pump rather than an original container
- Notify all children where their medication is stored and the names of those staff who hold a key to the storage facility
- Ensure staff do not give prescription medicines or undertake healthcare procedures without appropriate training which will be updated to reflect individual healthcare plans
- Take advice from healthcare professionals on training that will help ensure that all medical conditions affecting pupils in the school are fully understood
- Keep and maintain accurate and timely records of administration of medicines as far as possible – this will not include self-administering of over the counter medicines for those pupils deemed competent and for whom parents have requested permission using the appropriate template

- Ensure cover is always available for the administering of medicines in the event of the named person's absence
- When no longer required, medicines will be returned to the parent for safe disposal
- Sharp boxes will always be used for the disposal of needles and other sharp objects

8. Record keeping

In order to protect staff and children and to provide evidence that agreed procedures have been followed, written records will be kept for all medicines administered to our pupils. Parents 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.

9. Day trips, residential visits and sporting activities

Trust school's will actively support pupils with medical conditions to participate in school trips, residential visits and sporting activities by providing flexibility and reasonable adjustments in consultation with parents and pupils and advice from healthcare professionals as well as from the Health and Safety Executive (HSE) guidance on school trips.

All arrangements for medicines, including the storage, individual healthcare plans, and risk management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage and recording of the medicines when assessing any risks associated for the trip, particularly for those students with long term or complex health conditions. All plans and risk assessments will be discussed with parents or carers in preparation for the activity in advance of the departure day and agreed with the headteacher.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the headteacher.

10. Emergency procedures

The safety of our pupils is of paramount importance. For all pupils deemed to have 'complex' or 'serious' medical conditions we hold emergency contact details in the school office/on SIMs along with risk assessment and action plans. All relevant staff are aware of individual emergency symptoms and procedures and other pupils know to contact a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, a designated member of staff will stay with the child until a parent or carer arrives or accompany the child in the ambulance.

Individual school's may hold for emergency use the items below and follow the Department of Health published protocols:

Asthma inhalers: Emergency asthma inhalers for use in schools

Adrenaline auto injectors (EpiPen): Guidance on the use of adrenaline auto-injectors in schools

Automated external defibrillators (AEDs): Guidance for maintained schools and academies

The school will ensure that staff are supported in carrying out their role. Those managing or supervising the administering of medicines will be trained to a level of competence and understand the requirement for accurate and timely record keeping.

11. Liability and indemnity

We confirm that we have the appropriate level of insurance in place which appropriately reflects our level of risk and provides liability cover relating to administration of medication.

12. Complaints

Should parents or pupils be dissatisfied with the support provided to them they should discuss their concerns directly with the headteacher who will take action in accordance with the Complaints Policy.

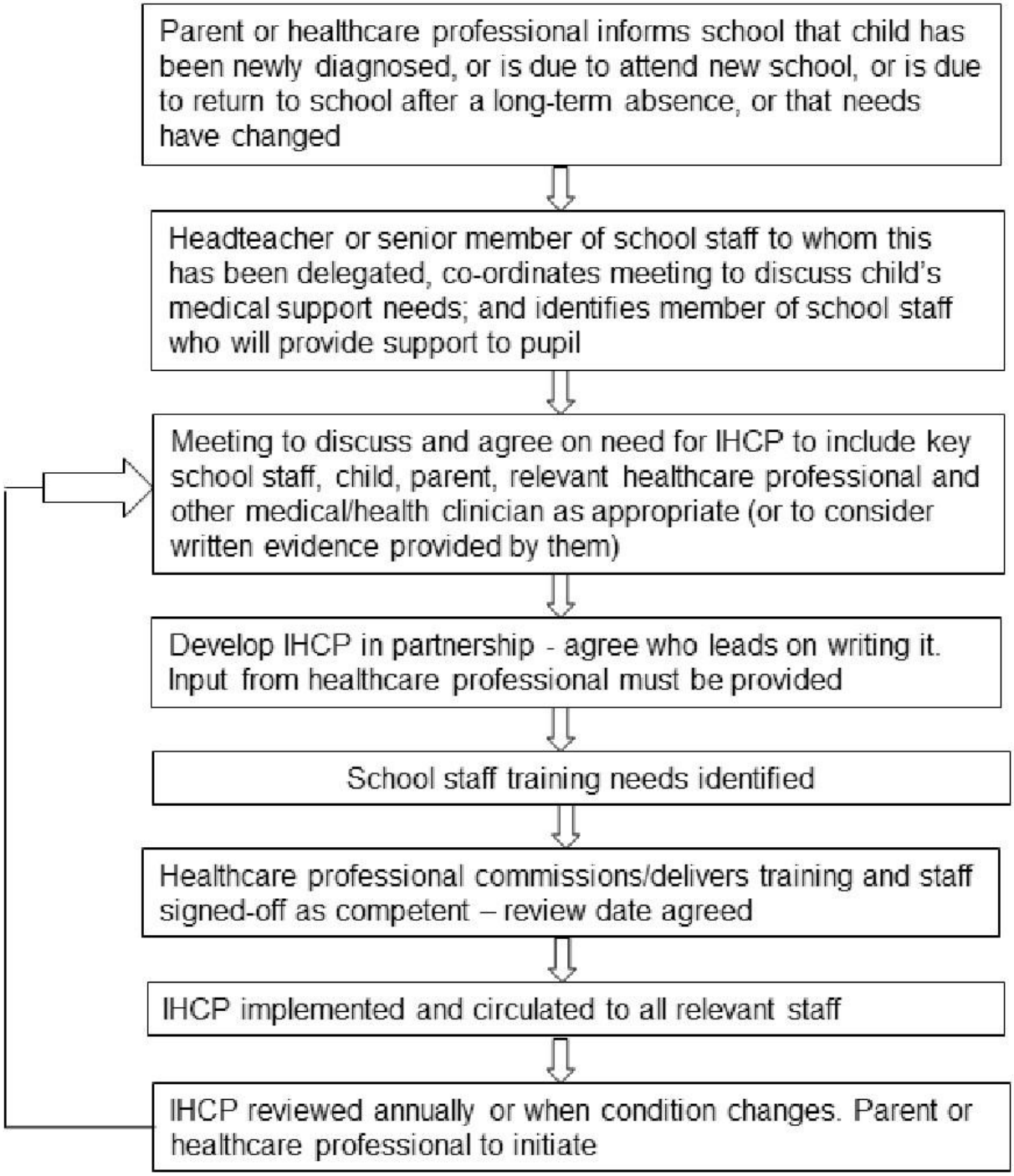
13. Best practice

All Trust school's aim to eliminate unacceptable situations by promoting best practice in supporting our pupils with medical conditions.

In doing so we will:

- Ensure pupils have access to their inhalers and medication they need in line with parents' request
- Manage each medical condition on an individual basis and develop a unique individual healthcare plan
- Listen to and value the views of parents and children in order to build confidence in the medical support provided by the school
- Properly support our pupils with medical conditions to ensure they have the same full access to education, including school trips and physical education, as other children
- Ensure pupils with medical conditions are supervised appropriately and not left alone when ill
- Facilitate opportunities to manage medical conditions with dignity
- Include all children in school on and off-site activities, meeting their medical needs in the best way possible

Annex A: Model process for developing individual healthcare plans


Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed
Headteacher or senior member of school staff to whom this has been delegated, co-ordinates meeting to discuss child's medical support needs; and identifies member of school staff who will provide support to pupil
Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)
Develop IHCP in partnership - agree who leads on writing it. Input from healthcare professional must be provided
School staff training needs identified
Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed
IHCP implemented and circulated to all relevant staff
IHCP reviewed annually or when condition changes. Parent or healthcare professional to initiate

APPENDIX 1 – Supporting Children with Medical Needs in School

The Administration of Medicines in School

The school will not give your child any medication unless you complete and sign this request form and the headteacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

DETAILS OF PUPIL

Surname	
Forename(s)	
Address	**M/F**
	DATE OF BIRTH
	CLASS/FORM
Condition or Illness	
Medication	
Name/type of medication (as described on container)	
For how long will your child take this medication?	
Date dispensed	
Full directions for use	
Dosage and amount (as per instructions on container)	
Method	
Timing	
Special storage instructions (explain if medicine should remain in school or return home daily)	
Special precautions	
Side effects	
Self-administration	
Action to be taken if pupil refuses to take the medication	
Procedures to take in an emergency	

CONTACT DETAILS		
Name		
Daytime Telephone No		
Relationship to Pupil		
Address		
I understand that I must deliver the medication personally to the school office and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake. I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare. I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.		
Signature		**Date**
FULL NAME OF PARENT/CARER (IN CAPITALS)		
Signature		**Date**
FULL NAME OF PARENT/CARER (IN CAPITALS)		

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

APPENDIX 2 - Record of medicine administered to an individual child

Name of child				
Date medicine provided by parent				
Group/class/form				
Name and strength of medicine				
Expiry date				
Dose and frequency of medicine				

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

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

APPENDIX 3 - Staff Training on how to Administer Medicines to Children

- If a child requires medicine to be administered, the parent/carer is required to come to the office on the first morning. The teaching assistant from their class then comes to the office and completes an authorisation form with the parent/carer.
- The class teaching assistant is then responsible for administering the medicine as per the details completed on the form.
- They should use the proper measuring devices like a medicine cup, oral dropper, cylindrical dosing spoon or oral syringe to administer the drug. This should be provided by the parent with the medicine.
- They should not leave a medicine unattended within the child's reach. When you prepare the medicine, never leave the bottle unattended.
- They should put the medicine back in the allotted cabinet/fridge.
- They should record the administration of the medicine on the record of medicine administered form ● They should make sure the child is sent back to class or escorted back if required.
- The School Nurse or specialist medical practitioners give training for children with specific medical requirements.

APPENDIX 4 – Parent Consent Form

THIS FORM HAS TO BE COMPLETED FOR EVERY CHILD

PART 1 Everyone to fill in

……..

Child's Name: … **Year:** ……..

My child has ASTHMA/MEDICAL NEEDS/ALLERGIES **YES / NO**

(PLEASE CIRCLE AS REQUIRED)

If **NO** please **sign** and **return this form to school as soon as possible**.

Parent/Carer's Name: …… **Date:** ……..……

Relationship to Child: …… **Signature:** ……..……..……..

If **YES** to **Asthma** please complete **PART 2 below.** If **YES** to **Allergies** please complete **PART 3.** If **YES** to **Medical Needs** please complete **PART 4.**

PART 2 ASTHMA

1. Triggers can be

……..

2. I confirm that either (please circle correct option a, b or c)

a. The asthma medication which has been prescribed by my child's doctor will be administered by me before and after the school day and the medication is not required to be given to my child during the day.

b. The asthma medication which has been prescribed by my child's doctor will be administered by me before and after the school day and the medication is not required to be given to my child during the day.

c. The asthma medication which has been prescribed by my child's doctor will be administered by me before and after the school day and the medication is not required to be given to my child during the day.

Name of inhaler/medication: …….

Dosage: …… **Times:** ……..

3. **The medication will be delivered by me to the school and I will ensure that a spare asthma inhaler/spacer with my child's name and class is supplied to the school for use by my child. I understand that if my child does not have an inhaler in school on his/her designated swimming day that he/she will not be able to take part in the swimming lesson.**

I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health.

Name of Parent/Carer: ……..……..……..……..……..……..

Signature: ……..…….. **Date:** ……..

PART 3 ALLERGIES

It is very important that school is aware of any allergies. Please list any allergies and action/treatment that your child may require. If your child requires medication in school please fill in **PART 5**

……..……

……..……

PART 4 MEDICAL NEEDS (eg eczema)

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

……..……

……..……

PART 5 If your child requires medication to be taken during school hours then please state:

Name of medication:	
Method of administration:	
Dose:	**Time:**
Side effects/contra-indications:	
Can medication be administered by self: YES / NO (PLEASE CIRCLE AS REQUIRED)	

Action to be taken if child refuses medication:	
Procedures in an emergency:	
Storage of medication:	**Fridge/ locked cupboard**

I understand that I must deliver the medication personally to the school office and I request that authorised staff administer the above medication to my child. I accept that his is a service which the school is not obliged to undertake.

I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health.

I confirm the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

Name of Parent/Carer:
(in Capitals) ……

Signature: …….. **Date:** ……

APPENDIX 5 – Key Personnel

Supporting Pupils with Medical Conditions Policy

Key personnel

The person with overall responsibility for implementing this policy and development of individual healthcare plans is:

Lead: _____

Deputy: _____

School Office contact details:

Telephone: _____

Email: _____

DOCUMENT CONTROL	
Policy Document	Supporting Children With Medical Conditions
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