

Date: September 2021

Review: September 2022



Supporting Pupils with Medical Conditions Policy September 2021

Burton End Primary Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Key roles and responsibilities

1.1. The Local Authority is responsible for:

1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

1.1.2. Providing support, advice and guidance to schools and their staff.

1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Local Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures.
- 1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Ensuring written records are kept of any and all medicines administered to individual pupils and across the school population.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.

1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

1.4.3. Administering medication, if they have agreed to undertake that responsibility.

1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5. School Nurses are responsible for:

1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.

1.5.2. Liaising locally with lead clinicians on appropriate support

1.6. Parents and carers are responsible for:

1.6.1. Keeping the school informed about any changes to their child/children's health.

1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.

1.6.3. Providing the school with the medication their child requires and keeping it up to date (this includes ensuring Asthma pumps are within date).

1.6.4. Collecting any leftover medicine at the end of the course or year.

1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

2. Definitions

2.1. "Medication" is defined as any prescribed or over the counter medicine.

2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.3. A "staff member" is defined as any member of staff employed at Clements Primary Academy, including teachers.

3. Training of staff

3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally where necessary such as Epipen training and diabetes training.
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.6. The Headteacher will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where safe and feasible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. 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.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the necessary outside agencies and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. 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.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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.
- 6.7. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed
- 6.9. Medications will be stored in a lockable cabinet in the school office.
- 6.10. Any medications left over at the end of the course will be returned to the child's parents.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Pupils will never be prevented from accessing their medication.
- 6.13. Burton End Primary Academy cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
- What constitutes an emergency.
 - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Avoiding unacceptable practice

- 8.1. Burton End Primary Academy understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- 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 at school
- 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 the 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.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Admin. Officer.

10. Complaints

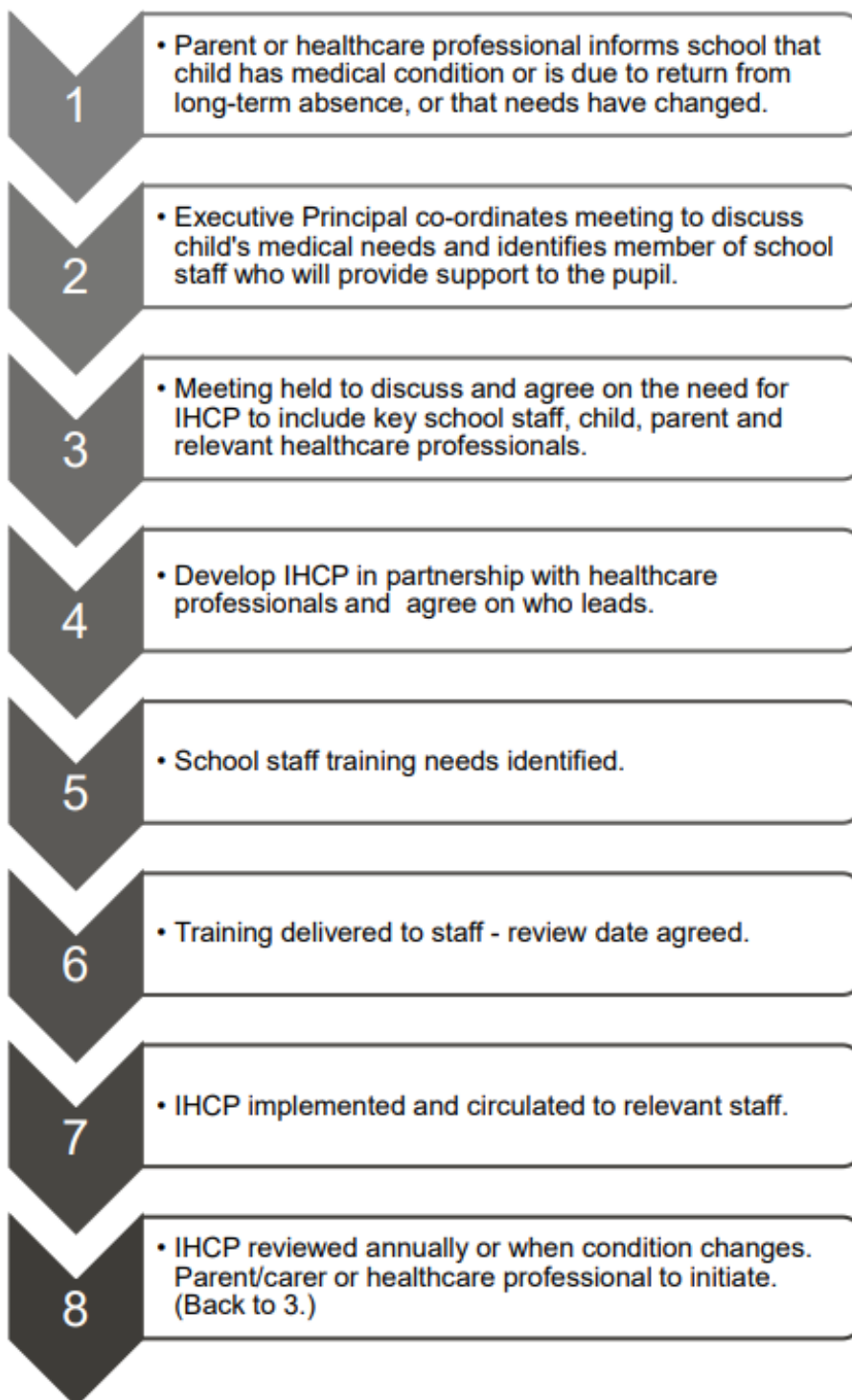
10.1. The details of how to make a complaint can be found in the Complaints Policy:

10.1.1. Stage 1 - Complaint Heard by Staff Member

10.1.2. Stage 2 - Complaint Heard by Headteacher

10.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1



Individual healthcare plan

Name of school/setting	Burton End Primary Academy
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	
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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

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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

N / A

Form copied to

Class teacher, MS Teams

Appendix 3 – Parental Agreement on the administration of medicines form

Request for the school to administer medication

The school will not give your child medicine unless you complete and sign this form and the Head teacher has agreed that the school staff can administer the medication. Please read and complete the details below and sign the disclaimer.

DETAILS OF PUPIL

Surname: Forename(s):

Address:
.....

Date Of Birth: Class: Male/Female.....

Condition or Illness:
.....

MEDICATION

Name/Type of Medication (as described on container)
.....

Date Dispensed:

Full Directions for use

Dosage and Method:

Timing:

Special Precautions:

Side Effects:

Self Administration: Yes / No

Procedures to take in an Emergency:.....

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Contact Details:

Name of Parent/Carer: Relationship to Pupil:

Address:.....
.....

Telephone No:

LEGAL DISCLAIMER

I understand that neither the Head teacher nor anyone acting on his/her authority, nor the governing body, nor Suffolk County Council will be liable for any illness or injury to the child arising from the administering of the medication or drugs unless caused by negligence of the Head teacher, the person acting on his/her authority, the governing body, or Suffolk County Council, as the case may be.

Signature: Date:

Relationship to Pupil: