Supporting Pupils with Medical Conditions Policy

October 2023

Approved by: Mrs A Keane

Review Date: October 2024

Prestolee Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance updated in December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it; carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

Key roles and responsibilities

The Local Authority (LA) is responsible for:

1. Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
2. Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
3. Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body is responsible for:

1. Ensuring arrangements are in place to support pupils with medical conditions.
2. Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
3. Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
4. Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
5. Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
6. Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
7. Ensuring written records are kept of, any and all, medicines administered to pupils.
8. Ensuring the policy sets out procedures in place for emergency situations.
9. Ensuring the level of insurance in place reflects the level of risk.
10. Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
3) Liaising with healthcare professionals regarding the training required for staff.
4) Identifying staff who need to be aware of a child's medical condition.
5) Developing Individual Healthcare Plans (IHPs).
6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
8) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
9) Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
10) Ensuring confidentiality and data protection
11) Assigning appropriate accommodation for medical treatment/ care
12) Considering the purchase of a defibrillator
13) Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
2) Knowing where controlled drugs are stored and how to access them.
3) Taking account of the needs of pupils with medical conditions in lessons.
4) Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

1) Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
4) Liaising locally with lead clinicians on appropriate support. Assisting the Head teacher in identifying training needs and providers of training.

Parents and carers are responsible for:

1) Keeping the school informed about any new medical condition or changes to their child/children's health.
2) Participating in the development and regular reviews of their child's IHP.
3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

1. Providing information on how their medical condition affects them.
2. Contributing to their IHP
3. Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff

a) Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
b) The clinical lead for each training area/session will be named on each IHP.
c) Training must be provided for staff where the administration of medicine requires medical or technical knowledge.
d) School will keep a record of medical conditions supported, training under-taken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety DCC, and Risk, Insurance & Governance Manager, DCC.

Medical Conditions Register /List

a) Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
b) A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
c) Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

d) For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

a) Where necessary (Head teachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
b) IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
c) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
d) Where a pupil has an Education, Health and Care plan, the IHP will be linked to it or become part of it.
e) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Education Health Needs (EHN) referrals

a) All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Administering Medicines in School

1. Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
2. Only medicine prescribed more than 3 times a day will be administered in school; any medication prescribed 3 times or less should be administered out of school by parents / carers. Exceptional circumstances must be approved by the Head Teacher.
3. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
4. School will not administer any medication not prescribed by a doctor
5. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
6. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.
7. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.
8. Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self- 16 manage, then relevant staff should help to administer medicines and manage procedures for them.
9. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
10. 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.
11. A maximum of four weeks' supply of the medication may be provided to the school at one time.
12. A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely

stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.

13. Medications will be stored in the School Office, unless otherwise required.
14. Any medications left over at the end of the course will be returned to the child's parents.
15. Written records will be kept of any medication administered to children.
16. Pupils will never be prevented from accessing their medication.
17. Emergency salbutamol inhaler kits may be kept voluntarily by school
18. General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room
19. Prestolee Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
20. Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.
21. Medicines will be stored in the school office or community office in an unlocked drawer for easy access
22. If medication requires refrigeration it will be stored in the office fridge or the community centre fridge
23. All medication will be clearly labelled with the child's name
24. No medication will be accepted by staff unless a parental medication form has been completed by the parent or carer
25. When medication is administered the record will be updated

Asthma

1. All children with asthma have an asthma plan in place, signed by their parent/guardian. These are reviewed and updated yearly.
2. Every classroom has an asthma bag in sight which includes images of the children with asthma, a copy of their asthma plan and their medication.
3. Any medication is checked regularly to ensure full use is accessible.
4. All staff are aware of the signs of when a child could be having an asthma attack and how to support a child if this was to occur.
5. All staff are aware that immediate access to reliever medicines is essential and will allow pupils to take their medicine when they need to.
6. All children with asthma are encouraged to participate fully in PE lessons. Teachers are aware of children whose asthma is triggered by exercise and remind children to take their inhalers before the lesson.
7. An emergency inhaler is kept in the office.

Emergencies

1. Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
2. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
3. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

1. Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
2. To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Defibrillators

1. School and the Community Centre have purchased a defibrillator as part of their first aid equipment, which is positioned outside of the main entrance to school.
2. The local NHS ambulance service has been informed of its location.
3. Identified staff members have been on defibrillator training and have regular refresher training.
4. Staff members appointed as first aiders are trained in the use of CPR.

Avoiding unacceptable practice each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in Prestolee Primary School:

1. Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
2. Assuming that pupils with the same condition require the same treatment.
3. Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
4. Sending pupils home frequently or preventing them from taking part in activities at school
5. Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
6. Penalising pupils with medical conditions for their attendance record where the absences relate to their condition. Please see attendance policy for further details regarding pupils whose attendance is low due to medical conditions.
7. Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
8. Creating barriers to children participating in school life, including school trips.
9. Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

1. Teachers who undertake responsibilities within this policy will be assured by the Head teacher that are covered by the LA/school's insurance.
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 Head.

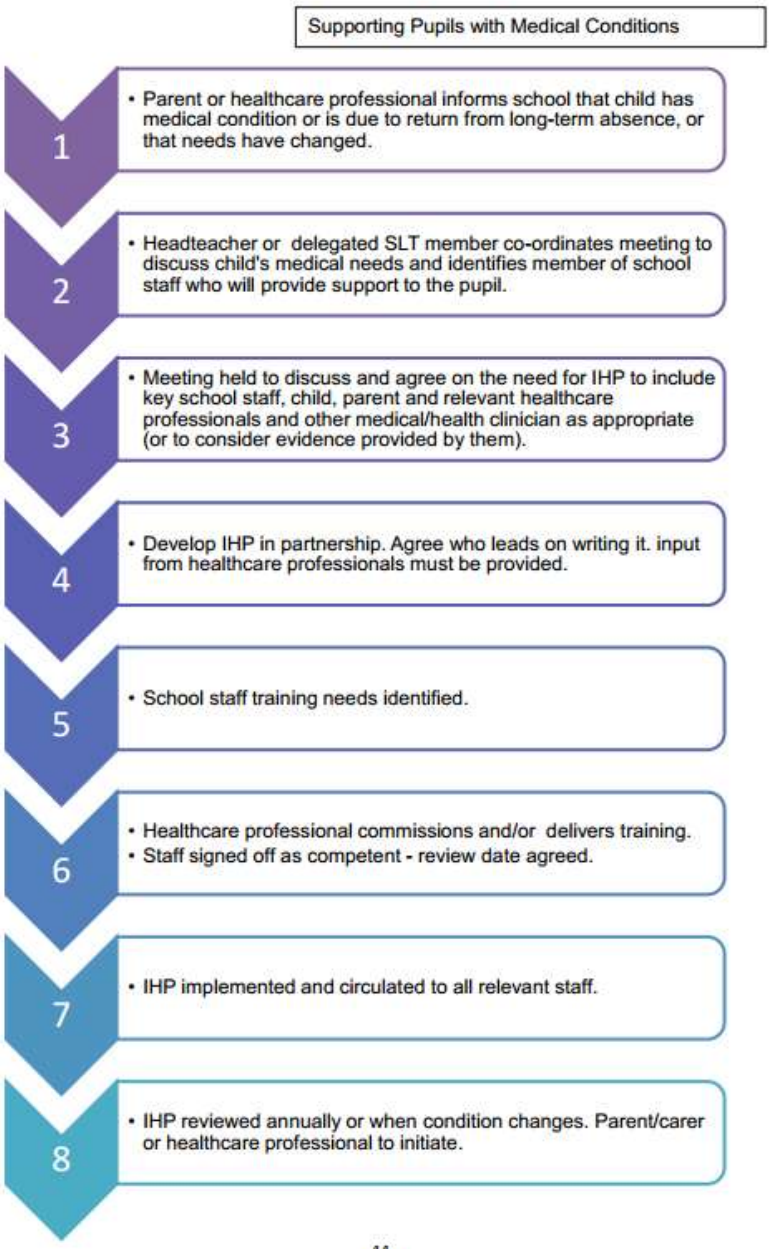
Complaints

1. All complaints should be raised with the school in the first instance.
2. The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

1. 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
2. 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
3. 'Medication' is defined as any prescribed or over the counter treatment.
4. 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
5. A 'staff member' is defined as any member of staff employed at Prestolee Primary School.

Flow chart of support



Statutory guidance on supporting pupils with medical conditions

The Department for Education (DfE) has published statutory guidance on supporting pupils with medical conditions, which came into force on 1 September.

The summary on page 3 of the document explains that the document contains both statutory and non-statutory advice, with bold text used for the parts that are statutory.

Supporting pupils at school with medical conditions, GOV.UK – DfE (Adobe pdf file)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pd

Medicine consent form

Parental Consent Form for Prestolee Primary School to Administer Medication. Medicines must be in the original container as dispensed by the pharmacy. The School will not give your child medicine unless you complete and sign this form.

Childs Name:		**Male:**	**Female:**
Date of birth:			

Address of the child:	**Name and address of GP:**

Medical condition or illness:

Name of medicine (as described on container)	**When to be given**	**Dosage (how much to give)**
How long will you child need to be take this medication?	**Date dispensed**	**Special precautions**

Any other instructions?

Procedures to take in an emergency?

Emergency telephone numbers: (parent/ carer or other contacts)		
Name	**Relationship to child**	**Tel No.**

I understand that I must personally bring the medication and ensure delivery to the office staff. I accept that this is a service that the school is not obliged to undertake and has the right to refuse. 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.

Parent/ carer's signature:	
Date:	
Office signature:	

Recording Administration of Medicine

Date	Time	Staff member administering	Dosage	Signed

Staff Training Record – Administration of medicines

Name of School:	
Name of staff member:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (please state how often)

Trainer's signature:	**Date:**

I confirm that I have received the training above.

Staff signature:	
Date:	
Suggested Review Date:	