

## **POLICY FOR SUPPORTING PUPILS IN SCHOOL WITH MEDICAL CONDITIONS**

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### **Introduction**

1. The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.
2. 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.
3. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
4. We recognise that medical conditions may impact on social and emotional development, as well as having educational implications.
5. Our school will build relationships with healthcare professionals and other agencies in order to support effectively pupils with medical condition.
6. The school makes reference to the Department of Education's guidance on managing medicines in schools and early years settings.  
([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf))

### **Roles and responsibilities**

7. The headteacher is responsible for children with medical conditions. This includes being 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 the normal timetable
  - Developing, monitoring and reviewing Individual Healthcare Plans (IHPs)
  - Working together with parents, pupils, healthcare professionals and other agencies
  - 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 to cover absence and staff turnover
  - Ensuring that school staff are appropriately trained to administer medication when necessary.
8. 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.
9. 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 IHPs
  - Ensuring 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.
10. The 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 our school.
  - Providing support for staff on implementing a child's IHP and providing advice and liaison including with regard to training.
11. The parent is responsible for:
- Informing the school as soon as possible if their child has a medical condition that requires administering medication during the school day.
  - Completing the relevant forms (appendix 1 and 2) relating to their child's condition and medical needs.
  - Keeping the school informed of any changes to medication or their child's health.

### **Procedure when notification is received that a pupil has a medical condition**

12. The headteacher will liaise with relevant individuals, including, as appropriate, parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
13. Where appropriate, an IHP will be drawn up.
14. Please see templates at the end of this policy for developing IHPs.

### **Individual healthcare plans (IHPs)**

15. An IHP will be written for pupils with a medical condition that is long term and complex.

16. 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.
17. Where a child has SEN but does not have a statement or Educational Healthcare Plan (EHCP), their special educational needs will be mentioned in their IHP.
18. IHPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

### **Administering medicines**

19. Written consent from parents must be received before administering any medicine to a child at school.
20. Medicines will only be accepted for administration if they are:
  - Prescribed
  - In-date
  - Labelled
  - Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
21. The exception to this is insulin which must be in-date but will generally be available inside an insulin pen or pump, rather than its original container.
22. Medicines should be stored safely. Children should know where their medicines are at all times.
23. Written records will be kept of all medicines administered to children (appendix 3)
24. Pupils who are competent to manage their own health needs and medicines, after discussion with parents or carers, will be allowed to access their medicines for self-medication, but must still be supervised doing so by a member of staff.

### **Action in emergencies**

25. Information on pupils with an IHP will be displayed in the school office and staffroom.
26. Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked:
  - The school's telephone number: 01872 863004
  - Your name
  - Your location: Perran-ar-Worthal School, School Hill, Perranwell Station, TR3 7LA
  - Provide the exact location of the patient within the school
  - Provide the name of the child and a brief description of their symptoms

- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
27. Ask a member of staff to open relevant gates for entry.
  28. Contact the parents to inform them of the situation
  29. A member of staff should stay with the pupil until the parent or carer arrives. If they do not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

### **Activities beyond the usual curriculum**

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

### **Points to consider**

32. The following points should be considered when supporting pupils with medical conditions in school:
  - children must be able to easily access their inhalers when needed and know who to go to if they need to be given any medication during the day
  - not every child with the same condition requires the same treatment and details held in their Individual Health Care plans must be adhered to
  - the views of the child or their parents must be sought and medical evidence or opinion must be adhered to
  - if the child becomes ill during the school day ensure they are supervised by an adult until they can be collected from school
  - attendance can be affected by a medical condition and this needs to be taken into consideration when reviewing attendance of pupils with the Educational Welfare Officer(EWO)
  - some medical conditions may require a pupil to make frequent visits to the toilet, take additional breaks or require them to eat or drink regularly
  - medical forms must be completed accurately by parents to ensure the school is able to correctly administer medication, if this is required during the school day
  - discuss with the parent any additional needs the child may require as part of their medical condition e.g. help with toileting issues
  - as far as possible, pupils must be supported to enable them to fully participate in all aspects of school life e.g. sporting events, school trips/camp

## APPENDIX 1

### Individual healthcare plan

Name of school	Perran-ar-worthal CP School
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

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 2

### Parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions or other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to:	Mrs Read (school secretary)

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

Signature(s) \_\_\_\_\_ Date:

### APPENDIX 3

#### Record of medicine administered to an individual child

Name of school	Perran-ar-Worthal CP School
Name of child	
Class	
Date medicine provided by parent	
Quantity received	
Name of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

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

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

Date	Time given	Dose given	Name of staff member	Staff initials



