

Policy for Supporting Pupils with Medical Conditions

1) Introduction

St Peters CE Primary School is an inclusive school that is committed to ensuring that pupils with medical conditions are welcome and receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical needs allows.

This policy has been developed in line and with due regard to the following documents:

- Department of Education's statutory guidance, 'Supporting pupils at school with medical conditions', April 2014 (This statutory guidance also refers to other specific laws).
- Pupils and Families Act 2014 (Section 100)
- Equality Act 2010
- Special Educational Needs Code of Practice
- Other school policies, such as Personal Care, Equal Opportunities, and Special Educational Needs.
- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Health & Safety at Work etc Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE 'Special educational needs and disability code of practice: 0-25 years'
- DfE 'School Admissions Code'
- DfE First aid in schools, early years and further education'
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Pupil Drug and Alcohol Policy
- Asthma Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Attendance and Absence Policy

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- Pupils with Additional Health Needs Attendance Policy
- Admissions Policy

In line with the school's safeguarding duties, the school does not have to accept a pupil in school at times where it would be detrimental to the health of that pupil or others to do so, e.g. where a hospital has advised a pupil to remain at home but the parent chooses to send them to school.

2) Aims

The purpose of this policy is to ensure pupils with medical conditions, in terms of both physical and mental health, will be properly supported in school so that they can:

- a) Play a full and active role in school life.
- b) Remain as healthy as possible.
- c) Achieve their academic potential.
- d) Access and enjoy the same opportunities at school as any other pupil.

St Peters CE Primary School will make every effort to minimise the impact of a pupil's medical condition on their educational attainment and support his or her emotional and general well-being, including any necessary reintegration programmes after a sustained absence.

In order to do this we will:

- a) Ensure all staff are aware of their responsibilities and procedures regarding the support of pupils with medical conditions in school.
- b) Ensure appropriate training for staff.
- c) Work together with pupils, their parents, health professionals, support services, and the Local Authority to ensure pupils with medical conditions receive appropriate care and support in school.
- d) Ensure the keeping of accurate and up to date records of pupils' medical conditions, administration of medicines and staff training.
- e) Ensure appropriate procedures for the safe receipt, storage, administration and disposal/return of prescribed medicines.
- f) Provide appropriate arrangements to support pupils with medical needs during educational visits and school trips.
- g) Ensure the school's emergency procedures are sound and communicated to all relevant staff.
- h) Ensure unacceptable practice is avoided.

3) Key roles and responsibilities

When the school is notified that a pupil has a medical condition that requires support in school, the school nurse will inform the Head Teacher. Following this, the school will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP, outlined in details in the IHPs section of this policy.

The school will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the Head Teacher based on all available evidence, including medical evidence and consultation with parents.

For a pupil starting at the school in September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively both with staff within the organisation and with outside agencies, as the circumstances of each pupil dictate.

a) 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.

b) The Governing Body of St Peter's CE Primary School 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.
- 4) 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.
- 5) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support pupils with medical conditions and that they are signed off as a competent to do so.
- 6) Ensuring written records are kept of, any and all, medicines administered to pupils.

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- 7) Ensuring the policy sets out procedures in place for emergency situations.
- 8) Ensuring the level of insurance in place reflects the level of risk.
- 9) Handling complaints regarding this policy is outlined in the school's Complaints Policy.

c) The Head Teacher 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 of St Peters CE Primary School.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff that need to be aware of a pupil's medical condition.
- 5) The overall responsibility for the development of 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. This may involve the recruitment of additional staff.
- 7) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 8) Continuous two-way liaison with school nurses and school in the case of any pupil who has or develops an identified medical condition.
- 9) Ensuring confidentiality and data protection
- 10) Assigning appropriate accommodation for medical treatment/care

d) Staff members are responsible for:

- 1) Taking account of the needs of pupils with medical conditions under their supervision.
- 2) Familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- 3) Knowing where pupils' medication is stored.
- 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**

e) School nurses are responsible for:

- 1) Notifying the school when a pupil has been identified as requiring support in school due to a medical condition at any time in their school career.
- 2) Collaborating on developing an IHP in anticipation of a pupil with a medical condition starting school.

- 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.

f) Parents and carers are responsible for:

- 1) Providing the school with sufficient, accurate and up-to-date information about their pupil/pupils' health and medical needs.
- 2) Participating in the development and regular reviews of their pupil'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 pupil 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.

g) Pupils:

Pupils with medical conditions may be best placed to provide information about how their condition affects them. Therefore they should:

- 1) Be involved in discussions about their medical support needs.
- 2) Contribute as much as possible to the development and regular reviews of their IHP.
- 3) Comply with the IHP and develop skills to self-manage their medication or health needs where appropriate to do so by a healthcare professional and agreed by parents.
- 4) Be sensitive to the needs of those with medical conditions.

Admissions

Admissions will be managed in line with the school's Admissions Policy.

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

The school will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admissions process.

4) Training of Staff

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher/role of individual. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Medical conditions register/list

- a) Schools admissions forms should request information on pre-existing medical conditions (*Admissions form is provided in Appendix 7*) Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- b) A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of the administration team and overseen by the SENCO. The register will be kept in the office of each department. Each class teacher will 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.

Notification Procedure

When the school is notified that a pupil has a medical condition that requires support in school, the school nurse will inform the Head Teacher. Following this, the school will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP, outlined in detail in the IHPs section of this policy.

The school will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the Head Teacher based on all available evidence, including medical evidence and consultation with parents.

For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

5) Individual Healthcare Plans (IHPs)

- a) The purpose of IHPs is to provide clarity about what needs to be done, when and by whom. (*Further information on what should be included in an IHP is provided in Appendix 5*).
- b) The school, healthcare professionals and parents should agree, based on evidence, when an IHP is appropriate. If consensus cannot be reached, the Head Teacher will take the final view.
- c) At St Peter's CE Primary, the responsibility for overseeing the support for pupils with medical conditions has been delegated to the Special Educational Needs Coordinator (SENCO), working alongside the Head Teacher. (*A flow chart for agreeing an IHP is provided in Appendix 5*).
- d) Individual Healthcare Plans (IHP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, SENCO and medical professionals. (*An example of IHP is provided in Appendix 6*).
- e) It is the responsibility of all members of staff supporting the individual pupils to ensure that the IHP is followed.
- f) IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. A copy will be displayed in the school's staff rooms, which are not accessible to parents.
- g) IHPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.
- h) Where a pupil has an Education, Health and Care plan (EHC) or Statement of Special Educational Needs Statement (SSEN), the IHP will be linked to it or become part of it.

6) Managing medicines

- a) 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.
- b) If this is not possible, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a parental consent to administration of medicine form.

- c) No pupil will be given any prescription medicines without written parental consent except in exceptional circumstances. Non-prescription medicines can be administered by school, should they be needed during the school day, with written consent from parents
- d) No pupil will be given medication containing aspirin without a doctor's prescription and written parental consent.
- e) 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. (*Further information on the procedure for administering medicines in school is provided in Appendix 2*).
- f) Medications will be handed in to the school office along with a completed consent form and stored in accordance with product instructions, clearly labelled in a locked cupboard. Medication requiring refrigeration will be stored in a clearly labelled plastic container in the refrigerator in the staff kitchen and kept separate from foodstuffs.
- g) Emergency medication and pupils' inhalers will NOT be locked away but will be clearly labelled and stored in medical bags in each classroom. Where appropriate, a child may take responsibility for their own inhaler.
- h) Written records will be kept of any medication administered to pupils (*Parental consent and record form are provided in appendix 3 and 4 respectively*).
- i) St Peters CE Primary School cannot be held responsible for side effects that occur when medication is taken correctly. Any side effects that may occur will be noted and the parents informed.
- j) Any medications left over at the end of the course will be returned to the pupil's parents.
- k) Pupils will never be prevented from accessing their medication.
- l) 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.
- m) Emergency salbutamol inhaler kits are kept voluntarily by school

Non- prescription Medicines

(Paragraph 21 of the DfE guidance document 'Supporting pupils at school with medical conditions' stipulates that schools should set out the circumstances in which non-prescription medicines may be administered. Below is some example text; schools should review and amend to suit their own context and circumstances.)

The school is aware that pupils may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that in these circumstances, health professionals are likely to advise parents to purchase over the counter medicines, for example, paracetamol and antihistamines.

The school works on the premise that parents have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition as and when any illness or ailment arises.

To support full attendance the school will consider making arrangements to facilitate the administration of non-prescription medicines following parental request and consent.

Pupils and parents will not be expected to obtain a prescription from over-the-counter medicines as this could impact on their attendance and adversely affect the availability of appointments with local health services due to the imposition of non-urgent appointments being made.

If a pupil is deemed to be unwell to be in school, they will be advised to stay at home or parents will be contacted and asked to take them home.

When making arrangements for the administration of non-prescription medicines the school will exercise the same level of care and caution, following the same processes, protocols and procedures as those in place for the administration of prescription medicines.

The school will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.

- Non-prescription medicines will not be administered for longer than is recommended. For example, most pain relief medicines, such as Ibuprofen and paracetamol, will be recommended for three days use before medical advice should be sought. Aspirin will not be administered unless prescribed.
- Parents will be asked to bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent and for a check to be made of the medication details.
- Non-prescription medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. The name of the child can be written on the container by an adult if this helps with identification.
- Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.

Paracetamol

The school is aware that paracetamol is a common painkiller that is often used by adults and children to treat headaches, stomach ache, earache, cold symptoms, and to bring down a high temperature; however, it also understands that it can be dangerous if appropriate guidelines are not followed and recommended dosages are exceeded.

The school is aware that paracetamol for children is available as a syrup from the age of 2 months; and tablets (including soluble tablets) from the age of 6 years, both of which come in a range of strengths.

The school understands that children need to take a lower dose than adults, depending on their age and sometimes, weight. The school will ensure that authorised staff are fully

trained and aware of the NHS advice on how and when to give paracetamol to children, as well as the recommended dosages and strength.

Staff will always check instructions carefully every time they administer any medicine, whether prescribed or not, including paracetamol.

The school will ensure that they have sufficient members of staff who are appropriately trained to manage medicines and health needs as part of their duties.

The written consent of parents will be required in order to administer paracetamol to pupils.

Pupils will only be given one 500mg dose of paracetamol during the school day; this will only be given to pupils after 12.30pm, or where a minimum of four hours has elapsed since the pupil arrived in school that day.

- If paracetamol does not alleviate symptoms, the pupil's parents will be contacted again
- Paracetamol will not be given following a head injury, or where a pupil has taken paracetamol containing medicine within the last four hours
- Pupils who frequently require paracetamol will be asked to provide their own tablets which will be kept securely labelled in the school office; parents will be contacted by the office staff in these circumstances.
- If a pupil has a minor injury whilst at school their condition will be triaged by a First Aider; whereupon appropriate pain relieve may be given by an authorised member of staff (who may or may not be the first aider) following consultation and consent from parents.

7) Emergencies

- a) Medical emergencies will be dealt with by following the school's emergency procedures, communicated to all relevant staff. (Further information on what to do in an emergency's is provided in Appendix 1)
- b) A pupil's IHP will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- c) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher and the use of the red 'Helping Hand'.
- d) If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive.
- e) Accurate information about the pupil will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.
- f)

8) Day trips, residential visits and sporting activities

- a) 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.
- b) To comply with best practice risk assessments should be undertaken, 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.
- c) All medication and copies of appropriate IHPs/records will be taken on school trips, including regular visits to church and the swimming pool.
- d) Any external provider will be made aware of pupils with medical conditions who will be in their care and how to support them.
- e) Administration of non-prescription medication can be followed on residential with consent as stated.

10. Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable

The following behaviour is unacceptable at St Peters CE Primary School:

- a) Preventing pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils with a medical condition home frequently or preventing them from taking part in activities at school, unless this is specified in their IHP.
- e) Sending a pupil to the school office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toileting issues.
- h) Preventing pupils from participating or creating barriers to pupils participating in any aspects of school life, including educational visits and school trips, e.g. by requiring the parent to accompany their pupil
- i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

11. Insurance

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- a) Teachers who undertake responsibilities within this policy will be assured by the Head Teacher and Governing Body that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions, with administration of medication and any necessary health care procedures. Any requirement of the insurance company, e.g. training for staff, will be compiled with.
- b) 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 Teacher.

12. Complaints

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

Appendices

1. Guidelines and procedures for emergencies
2. Guidelines and procedures for administering medicines
3. Guidelines and flowchart for writing an Individual Healthcare Plan (IHP)
4. Example of pro-forma for Individual Healthcare Plan (IHP)
5. School admissions form providing initial medical information

APPENDIX 1

Medical Emergency Procedure

(The following information must be displayed next to every phone in school)

Request an ambulance to St Peters CE Primary School Infant/Junior Department

Dial 999, ask for an ambulance and be ready to provide the information below

- Your telephone number: Infant Dept: 0121 464 2128 Junior Dept: 0121 464 2126
- Give your location as follows:
 - Infant Dept or Junior Dept
 - Old Church Road
 - Harborne
 - B17 0BE
- Give exact location of the casualty in the school
- Give your name
- Inform ambulance control of the nearest entrance to the casualty's location
- **DIRECT A MEMBER OF STAFF TO MEET THE AMBULANCE CREW AND TAKE THEM TO THE CASUALTY**

Speak clearly and slowly and give a brief description of the medical emergency and be ready to repeat information if asked.

The caller may be required to stay on the phone to receive advice from Ambulance control

APPENDIX 2

Guidelines and procedures for administering medicines in school

- Medicines will only be administered by named staff who have received appropriate training.
- If there are any concerns about giving a medication to a child, then the member of staff must not administer the medication but should check with the parent/carer or a health professional, documenting any action taken.
- Ideally, medication administration should take place in the same room as where the medication is kept. All the necessary paperwork should be assembled and available at the time of administering medication. This will include the written consent and school medication administration records.
- Medication to be administered to one child at a time.
- Staff to wash their hands before and after administering medication

BEFORE giving medicine staff will check:

- The child's identity
 - That there is written consent from a parent/carer
 - That the medication name and strength and dose instructions match the details on the consent form
 - That the name on the medication label is that of the child being given the medication
 - That the medication to be given is in date
 - That the child has not already been given the medication
-
- Immediately after administering, or supervising the administration of medication, written records should be completed and signed.
 - Any equipment should be cleaned after use and put away in the appropriate place.
 - If a child refuses to take a medication they should not be forced to do so. Refusal should be documented and the procedure agreed with the parents and documented on the consent form should be followed.
 - Parents should be informed as soon as possible on the same day
 - If a refusal could result, or results in an emergency then the school's emergency procedures must be followed

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APPENDIX 5

Developing an Individual Healthcare Plan

Individual Healthcare Plans (IHP) should be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Co-ordinator (SENCO) and medical professionals.

When deciding on the information to be recorded on individual healthcare plans, the following information should be considered and recorded:

- The medical condition, its triggers, signs, symptoms and treatments.
- The child'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.
- Specific support for the pupil's educational, social and emotional needs – for example, exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Which member of staff will provide the support, what are their training needs and what are the expectations of their role? Who will provide cover arrangements for when they are unavailable?
- Who will provide the training needs required by staff to adhere to the IHP and confirm the staff's proficiency to provide support for the child's medical condition?
- Who in the school needs to be aware of the child's condition and the support required?
- Arrangements for written permission from parents, and the head teacher 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 or 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 the development of their IHP).
- When the IHP should be reviewed and by whom.

An example format for an IHP is provided in Appendix 6 (although health professionals may wish to provide their own form).