



Heathside School

Supporting Students with Medical Conditions and Administration of Medicines Policy

Staff Member with Responsibility: Mrs A Shakespeare, Vice Principal

Reviewed by: Board of Trustees

Reviewed Date: Spring 2018

Next Review Due: Spring 2021

1 Introduction

This policy should be read in conjunction with the Department for Education statutory guidance 'Supporting pupils at school with medical conditions' (last updated December 2015), the Surrey County Council Guidance, January 2016 'Supporting Pupils with Medical Conditions' and, if applicable, the school's Special Educational Needs policy. The Surrey Guidance provides comprehensive information and support and should be consulted as needed.

This policy meets the requirements under Section 100 of the Children and Families Act 2014 which places a duty on Boards of Trustees to make arrangements for supporting pupils at their school(s) with medical conditions.

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential in consultation with health and social care professionals, their parents and the students themselves.

The Principal on behalf of the Board of Trustees will implement this policy by:

- Making sure that sufficient staff are suitably trained
- Making staff are aware of a student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support student's with medical conditions
- Provide cover staff including supply teachers with appropriate information about the policy and relevant students
- Ensure risk assessments for visits and activities out of the normal timetable are carried out
- Develop and Monitor Individual Healthcare Plans (IHPs)
- Ensure transition arrangements are carried out effectively

2 Roles and Responsibilities

The Board of Trustees has ultimate responsibility to make arrangements to support students with medical conditions. Trustees will ensure sufficient staff receive suitable training and are competent to support children with medical conditions.

Note:

No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, the Board of Trustees must also ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Therefore the Board does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

The Principal

The Principal or appropriate member of staff will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure all staff who need to know are informed of a child's condition
- Ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- Be responsible for ensuring that IHPs are developed and reviewed as needed with the support of the Student Support Co-ordinator linked to the year group
- Ensure the school nursing service is contacted in the case of any child with a medical condition who has not been brought to the attention of the school nurse

School Staff

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they will not be required to do so. This includes the administration of medicines.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Consequently, to comply with this policy, settings must secure the services of:

- Volunteers from existing teaching or support staff
- Employees with specific contractual duties to undertake this work
- Other persons as agreed in accordance with this guidance.

School Nurses and other healthcare professionals

The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

In addition nurses/healthcare professionals:

- may support staff on implementing a child's IHP and provide advice and liaison
- may provide advice on developing healthcare plans
- may be able to provide support for particular conditions (eg. Asthma, diabetes)

Students

Pupils with medical conditions will often be best placed to provide information about how their condition affects them should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP
- Carry out any action they have agreed to as part of the IHP implementation

3 Procedure to be followed when a school is notified that a student has a medical condition

When the school is notified that a student has a medical condition the school will make every effort to ensure arrangements are put into place within two weeks or at the beginning of the relevant term for students who are new to our school.

Any student with a medical condition requiring medication or support in school should have an Individual Healthcare Plan (Formerly known as a Medical Care Plan) which details the support that child needs. This will be produced by the Student Support Coordinator for the year group in consultation with the SENCo, parents and healthcare professionals.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all children with medical needs will require an Individual Health Care Plan. If the parents, healthcare professionals and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept on file and recorded on SIMS. This will be based on evidence. If there is not a consensus, the Principal will make the final decision.

3.1 Individual Healthcare Plans (IHPs) - See Appendix 1

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Student Support Coordinator in liaison with the SENCo will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs and daily care requirements including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete 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 pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide support, their training needs, expectations of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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
- where confidentiality issues are raised, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, who to contact and contingency arrangements
- where a child has Special Educational Needs or Disabilities (SEND) but does not have an Education, Health and Care plan, his/her Special Educational Needs should be mentioned in their Individual Healthcare Plan

4 Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date

- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

4.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

4.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

4.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent children from easily accessing their inhalers and medication and administering it when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical advice or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities including lunch (unless specified in IHP)
- Send the student to the school office or medical room unaccompanied or with someone unsuitable if they become unwell
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

5 Emergency Procedures

- As part of general risk management processes there are arrangements in place for dealing with emergency situations. Staff should refer to the Principal, or in her absence, one of the Vice Principals in such cases. If an ambulance is called and a parent has not arrived, a member of staff should accompany a young person taken to hospital by ambulance, and should stay until the parent arrives.
- When a young person becomes unwell at a setting or is injured in an accident, (other than minor cuts or bruises), they will be looked after in the Medical Room, the parent contacted and the parent will collect them as soon as possible. It will then be the responsibility of the parent to accompany the young person to their GP surgery or hospital outpatients department as appropriate.
- In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, all eye injuries, serious head injuries, acute illness or other serious medical conditions. In such cases a member of the Front Office or SLT will call an ambulance.
- Where a young person has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a member of staff should attend with the young person and remain at the hospital with them until a parent arrives.
- The member of staff accompanying the young person cannot give consent for any medical treatment, as he/she does not have parental responsibility for the young person.

6 Training

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 Head of Learning. 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.

7 Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

7.1 Educational Visits

- Teachers should be aware of how a child's medical condition will impact on their participation, whilst allowing for enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school may need to take additional safety measures for such visits. Staff are advised to refer to Surrey County Council Guidelines for Educational Visits and Outdoor Education Activities
- In any cases of doubt, advice will be obtained from the Head of Strategic Risk Management at County Hall

7.2 Journeys Abroad and Exchange Visits

- It is helpful to have one copy of the parental consent form in the language of the country visited. Where a young person requires and has a particular medical action plan, this should be available in the host language. This is particularly important if young people stay with host families during an exchange visit. Parents should be requested to check what rules apply to taking their child's medicine out of the UK, and into the country the child is going to or passing through. Different countries have different rules and regulations about the types of medicine they allow to be taken into their country and the maximum quantity that can be taken in. Some medicines available over the counter in the UK may be controlled in other countries.

7.3 Physical Activities and Extra-curricular Sport

- Most young people with medical conditions can participate in the Physical Education (PE) curriculum and extra-curricular sport. The setting should be sufficiently flexible for all young people to take part in ways appropriate to their own abilities. Any restrictions on the young person's ability to participate in PE should be clearly identified and incorporated in their Individual Healthcare Plan.

8 Liability and Indemnity

The Board of Trustees will ensure the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The school is a member of the Department for Education's Risk Protection Arrangement (RPA) which covers staff providing support to students with medical conditions. The RPA provides indemnity to any member of staff (other than any doctor, surgeon or

dentist while working in a professional capacity) who is providing support to pupils with medical conditions and has received sufficient and suitable training.

9 Record Keeping and Confidentiality

The Board of Trustees will ensure that written records are kept of all medicine administered to students. 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.

All information relating to medical conditions is treated as sensitive and will be kept secure and be treated as confidential. The Student Support Coordinator will agree with the young person where appropriate, or otherwise the parent, who else should have access to records and other information about the young person. It is essential that relevant staff are informed on a strictly need to know basis and consider what is in the best interests of the young person.

10 Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints policy which is available on the school website.

11 Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix A – Administration of Medicines – Detailed Procedures

1.1. Expectations of Staff:

This school endorses the standard terms and conditions for the employment of teachers. These do not include giving or supervising a student taking medicines and they cannot be required to do so.

In general support staff are not expected to take responsibility for ensuring students take medicines at the required time or to monitor the dosage. (See general procedure).

In special circumstances it may be necessary for a member of the support staff to accept responsibility for the administration of medication. If this is the case it must be with the agreement of the member of staff, training must be provided, parents' agreement must be given and the role must be added to their Job Profile.

1.2. Expectations of parents:

- Students are not expected to carry medicines on their person during the school day. Medicines should be brought into school by the parent and handed in to the school office.
- If the school is storing medicines for a student the parent must provide any relevant information from the following list:
 1. details of the student's condition any special requirements, e.g. dietary needs, pre-activity precautions
 2. the likely side effects of the medicine
 3. what constitutes an emergency
 4. what action to take in an emergency
 5. what not to do in an emergency
 6. who to contact in an emergency.
- Parents should instruct their child regarding timings and dosage for the administration of the medicines
- Before the school can take responsibility for the safekeeping of medicines parents' must sign an agreement regarding the school's policy.
- If a student is required to take a prescribed controlled substance. The school must be informed in advance and the student should never keep such medication on his/her person

1.3. Young people refusing medication

- If a young person refuses to take a medicine they must not be forced to do so, but this must be documented and agreed procedures followed. The procedures may either be set out in the policy or in an individual young person's individual healthcare plan. Parents must be informed of the refusal as soon as possible on the same day. If the refusal to take the medicine could result or does result in an emergency then the emergency procedure for the setting must be followed.

1.4. Expectations of School:

- The school will keep medicines securely and provide refrigeration facilities if necessary
- The medication will only be issued to the student to whom it is prescribed and the student will be made to take the required dose in the presence of the member of staff

2. General Procedure:

- The folder entitled, “Young People’s Health and the Administration of Medicines”, is stored in the School Office. This is the Local Authority guidance regarding the administration of medicines and used for reference in unfamiliar situations. Staff should also refer to the ‘Supporting Pupils with Medical Conditions’ guidelines (January 2016).
- Vital and emergency medication for particular students (diabetic; epi-pens etc.) is stored in the School Office. Parents are responsible for providing this in a sealed box with instructions and a photograph on the front. Parents are also responsible for ensuring the medicines held by the school are within date. Support staff are trained in the emergency use of these medicines.
- Paracetamol can be administered to students providing that their parents have given permission. A record of this is kept on the SIMs data base and checked before the drug is issued. The database is updated annually. A log is kept and monitored to check for over use.
- Parents may request that the school looks after drugs which students are taking over a fixed period (i.e. Antibiotics). Parents are asked to complete an agreement accepting that, whilst the school will keep the drugs safely, it is the student’s responsibility to remember to take them at the required time and to check the correct dosage.
- Parents are responsible for ensuring that medicines stored at the school are within the expiry date and are also required to collect and dispose of any medication that is out of date or no longer required.
- Accurate records must be kept in connection with the administering of medicines. Staff should refer to the Surrey guidance for further advice and guidance.

Appendix 2: Heathside School: Individual Healthcare Plan (Part 1)

Child's name	
Tutor Group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date of diagnosis	
Date of last review e.g. by specialist	

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.	

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

Describe what constitutes an emergency, and the action to take if this occurs

Are there any special arrangements needed for school visits/trips etc.?

Is there any specific social and emotional support needed?

Other information

Part 2: For staff use only for completion following discussion with parents

Who is responsible for Coordinating support in school?

Date of discussion with parents:

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Review date



Appendix 3 - Procedure for dealing with students with medical conditions

