



# Heathside School

## Medical Conditions and Administration of Medicines Policy

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**Staff Member with Responsibility:** Ms A Shakespeare                      **Role:** Vice Principal

**Reviewed by:** Student Welfare Committee

**Ratification by Full Governing Body:** February 2015

**Date of review:** February 2018

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### Part 1 – Supporting students with medical conditions

#### 1.1 Introduction

This policy should be read in conjunction with DfE statutory guidance on supporting pupils at school with medical conditions, April 2014 and, if applicable, the Special Educational Needs policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

The aim of this policy is to:

- Ensure 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.
- Ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the students themselves.

#### 1.2 Procedure

The Head of Learning in liaison with other staff is responsible for ensuring that whenever the school is notified that a student has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- risk assessments for visits and activities out of the normal timetable are carried out
- Individual Healthcare Plans are produced if needed and reviewed annually or when a child's condition changes
- transition arrangements are carried out effectively

Where children are joining Heathside School at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

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.

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.

### **1.3 Individual Healthcare Plans (IHPs) - See Appendix 1**

The following information should be considered when writing an individual healthcare plan:

- 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
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation 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 SEN but does not have an Education, Health and Care plan, his/her Special Educational Needs should be mentioned in their Individual Healthcare Plan

### **1.4 Roles and Responsibilities**

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.

The Governing Body

- must make arrangements to support students with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

**Note:**

In line with their safeguarding duties, the governors have a duty to ensure that either the child's health or other students' health is not put at unnecessary risk. They therefore do not have to accept a child in school identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

#### The Vice Principal

- should ensure all staff are aware of this policy and understand the procedure in its implementation (see Appendix 2)

#### The Head of Learning

- should ensure all staff who need to know are informed of a child's condition
- should 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
- is responsible for ensuring that IHPs are developed and reviewed as needed
- should 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

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

#### School Nurses

- may support staff on implementing a child's IHP and provide advice and liaison

#### Other healthcare professionals

- may provide advice on developing healthcare plans
- may be able to provide support for particular conditions (eg. Asthma, diabetes)

#### Students

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

#### Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

### **1.5 Physical Activities and Extra-curricular Sport**

This school will encourage students with medical conditions to participate in physical activities and extra-curricular sport. Similar flexibility will be applied when planning such activities as is applied to educational visits

### **1.6 Confidentiality**

Medical information about students will be treated sensitively. However, in providing medical care for students, it is recognised that the information may need to be passed to relevant staff.

### **1.7 Unacceptable practice**

The following practices are considered unacceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to their medical condition that is recognized under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively

## **Part 2 – Administration of Medicines**

### **2.1 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.
- 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 Description.

### **2.2 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 to Mrs Ingham or Mrs Thomas.
- 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

### **2.3 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

### **2.4 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.

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.

### **2.5 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 procedure.

## Appendix 1: 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?

Head of Learning

Date of discussion with parents:

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Review date





## Appendix 2 - Procedure for dealing with students with medical conditions

Prior to admission, Admissions officer sends out medical information form and Individual Healthplan Form (IHP) to parents. This also applies to all in-year admissions.



Medical forms and IHPs returned. Medical information entered on SIMS.



IHPs distributed to the Student Support Coordinator who will inform Head of Learning and contact parents by phone in the first instance to discuss the medical condition. SSCO will consult with other colleagues as needed.



Following discussion with parents SSCO completes Part 2 of the form and adds a photograph of the student as soon as is possible.



SSCO disseminates information to relevant staff e.g. teaching, support, catering staff. This **MUST** be done upon completion of the form.



Once completed form is copied to front office staff who will organise any storage of medicines. A copy is also kept in the student services office.



If student has SEND, SSCO collaborates with SENCo and information is added to their EHCP or SEN file. SENCo adds relevant information to the SEN 'green sheets'. SENCo and/or VP updates staff on students' medical issues during September Inset days.



SSCO reviews and updates the form annually or when a child's condition changes. Any updated forms **MUST** be copied to the front office and relevant staff informed.