



Supporting Pupils with Medical  
Conditions Policy

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## 2. Version Control

Date	Version	Revision	Owner
27/02/18	1.0	New Policy	Future Generation Trust Policy Team
17/03/20	2.0	Scheduled review of policy	Future Generation Trust Policy Team

### 3. Introduction

Academies within Future Generation Trust are all part of an inclusive community that is committed to supporting and welcoming all pupils, including those with medical conditions. Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of these academies to make arrangements for supporting children at their premises with medical conditions. The Department of Education have also produced statutory guidance entitled 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to a rounded education, including academy trips and Physical Education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Head teacher and staff. All administration of medicines is arranged and managed in accordance with the guidance in this document. All staff have a duty of care to follow, and we co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply and where children have an identified special educational need, the SEND Code of Practice (2015) will also apply.

We recognise that medical conditions may impact on pupils' social and emotional development as well as having educational implications.

### 4. Roles and Responsibilities

It is the responsibility of the Trust Board to ensure that a policy for supporting pupils with medical conditions is developed and implemented across all academies.

#### 4.1. The Head teacher is responsible for:

Ensuring that the policy is effectively implemented with staff. The Head teacher should also ensure that all staff are aware of children with medical conditions in the academy, and that there are a sufficient number of trained staff to implement healthcare plans where needed. In some cases this may involve recruiting a member of staff for this purpose.

#### 4.2. Teachers and Support Staff are responsible for:

Providing support to pupils with medical conditions, including the administering of medicines, although this is not a requirement. Academy staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. The SENDCo has overall responsibility for the development of individual healthcare plans. They should contact the school nursing service in the case of any child who has a medical condition that may require support, but who has not yet been brought to the attention of the school nurse.

#### 4.4. The School Nurse is responsible for:

Notifying the academy when a child has been identified as having a medical condition which will require support. Wherever possible, they should do this before the child starts at the academy. They may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will also be a valuable potential resource for an academy seeking advice and support in relation to children with a medical condition.

## 5. Identifying Pupils that need support in Academy

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their well-being and or their participation in school activities whilst they are on a course of medication or medical intervention.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support from the academy and or other providers.

Future Generation Trust are committed to ensuring that all pupils with either a short or long-term medical condition have full access to a broad and balanced curriculum and are committed to working alongside outside agencies, families and the school nursing service to ensure needs are met to achieve the best outcomes for all pupils.

The academy's EYFS team and SENDCo will work closely with feeder preschools and local area Early Years SENDCo to adopt best practice, and use for support, during transition to school. If a child's needs change during their time at the academy the SENDCo will arrange a meeting to ensure that needs are being met, that all staff are following the same procedures and additional training is given if needed. When pupils transfer at the beginning or middle of other primary year groups it is the responsibility of the SENDCo and other key staff to ascertain whether they have needs related to a medical condition that must be met in the academy. If a child has an EHCP they will have an annual review where any changes to medical conditions will be discussed, however if needed the SENDCo will set these at shorter time periods and consult regularly with parents.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

## 6. Provisions in Academy: Individual Health Care Plans

We recognise that Individual Health Care (IHC) Plans are recommended, in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex, however, not all children will require one. The academy, healthcare professional and parent will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

Where children require an Individual Health Care Plan, it will be the responsibility of the SENDCo and key staff to work with parents and relevant healthcare professionals to write the plan. A healthcare plan, and subsequent reviews, will be initiated in consultation with the parent/carer; by a member of academy staff or by a healthcare professional involved in providing care to the child. The SENDCo and key staff will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special

educational need identified in an Educational Health Care (EHC) plan, the individual healthcare plan will be linked to the EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template produced by Staffordshire Local Authority to record the plan or plans produced by the child's doctor or consultant (please see appendices).

Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the academy assesses and manages the risks to the child's education, health and social well-being and minimise disruption. All Healthcare plans are monitored and if something changes regarding a child's condition a review will be held sooner than the annual review date. Parents, teaching staff and the SENDCo will keep a record of the Individual Health Care plan with a copy available in a common staff area, such as the staff room, to ensure that all staff are fully aware of the medical needs of those pupils in their care.

Support in the academy, arrangements for trips and other details will be made through risk assessments and meetings with the SENDCo and class teachers.

## **7. Managing medicines on and off Academy premises**

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of academy hours. The academy will administer medication in original pharmacy dispensed containers that has been prescribed to be taken 4 times daily unless a pupil is attending our academy after school facility, in which case we will administer medication that has been prescribed for 3 times a day.

We will not give prescription medicines to a child without their parent's/carers written consent. A 'parental agreement for setting to administer medicines' form will be used to record this and filed with the healthcare plan. A documented tracking system to record all medicines received in and out of the premises is in place in the academy office.

The name of the child, dose, expiry and shelf life dates will be checked on pharmacy labels before medicines are accepted and administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity. We 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, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to the academy inside an insulin pen or a pump, rather than its original container.

Children who are able to use their own inhalers themselves are encouraged to access them from a safe place, agreed with the class teacher, when required. All inhalers should be clearly marked with the child's name and asthma record cards should be filled in, kept up to date and signed by parents which are sent out annually by the SENDCo and are available all year round from the academy office.

Controlled drugs will be safely stored in a secure cupboard which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. Records will be kept of any doses used and the amount of the controlled drug held in academy. There may be

instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner and can only be permitted in academy following agreement with the Head teacher or SENDCo.

We will not administer non-prescribed medicines on request from the parent. There may be extenuating circumstances in which, on rare occasions, this is permissible. In this case an agreement will be formed between the parent/carer and the academy through either the Head teacher or SENDCo.

Emergency medicines will be stored in a safe location to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

### **7.1. Storage of Medicines**

All medication other than emergency medication will be stored safely in a locked cabinet in the academy office, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.

Where medicines need to be refrigerated, they will be stored in a medicine fridge located in a secure place that is not accessed by non-staff members in a clearly labelled container/bag.

Children will be made aware of where their medicines are and be able to access them immediately where appropriate. Medicines such as asthma inhalers will always be readily available to children in an agreed accessible place in the classroom and academy inhalers can also be found within the academy office. Teachers will also ensure that personal inhalers are available when outside of the academy premises or on academy trips.

Storage of medication whilst off site will be maintained at a steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed. During the planning process of an off-site visit teaching staff are required to plan the arrangements for storing and administering medicine, this information will be shared with parents prior to the visit.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

### **7.2. Disposal of Medicines/Sharps**

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines.

Sharps boxes will be in place for the disposal of needles as provided by parents/carers in agreement with a healthcare professional. Collection and disposal of these will be arranged with parents and we will ensure that they are removed from site at least half termly.

## **8. Record Keeping**

Written records are kept of all medicines administered to children. A record of what has been administered including how much, when and by whom, will be recorded in the academy Medicine Book along with the signature of the administering first aider.

## **9. Staff Training**

The Trust Board ensure that staff are supported in carrying out their role to support children with medical conditions and that this is reviewed annually or when needed with the admission of a new child to the academy. Training needs are assessed based on the expectation of individuals offering support and training is arranged by the SENDCo or Deputy Head Teacher. If any member of staff is asked to support a child, the academy will ensure that they have received suitable training. This may be from the local school nursing team, hospital team, other healthcare professionals or parents. Records of this training will be stored centrally in the academy office.

Staff will not administer prescription medicines or undertake any health care procedures without the appropriate training. All new staff will be inducted on the policy when they join the academy through the process of sharing policies.

All nominated staff will be provided awareness training on the academy's policy for supporting children with medical conditions, which will clearly show their role in implementing the policy. This training will be carried out annually or following a review of the policy. The awareness training will be provided to staff during Inset days or staff meetings and all staff will be expected to attend. We will retain evidence that staff have been provided with the relevant awareness training on the policy through our training database.

Where required, we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the academy and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

## **10. Emergency Procedures**

The Trust Board will ensure that the academy's policy sets out what should happen in an emergency situation. Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the academy know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives. This includes accompanying them to hospital by ambulance if necessary, taking any relevant medical information, care plans etc. that the academy holds.



In classrooms, the staff room and the academy office, summarised versions of specific children's medical needs are displayed, including signs and symptoms and actions to take in an emergency.

## **11. Unacceptable Practice**

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits; it is not generally acceptable practice to:

- prevent children from using toilet facilities when specifically requested along with preventing them from accessing drinking water during the school day.
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- send a child who becomes ill to the academy office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other 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 academy is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

## **12. Complaints Procedures**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, then they can seek further guidance in our complaints policy.

## **13. Indemnity and Insurance**

The academy holds appropriate insurance to indemnify employees which covers providing support to pupils with medical conditions. Details of insurance policies are available from the office manager/finance manager if required.

Insurance policies provide liability cover relating to the administration of medication, and individual cover may be arranged for any healthcare procedures. The level and range of cover has been ascertained directly from the relevant insurers. The requirements of insurance, such as the need for employees to be trained, must be complied with.

In the event of a claim alleging negligence by an employee, civil actions are likely to be brought against Future Generation Trust.

## **14. Monitoring and Review**

The Future Generation Trust Board has overall responsibility for this policy and for reviewing its implementation and effectiveness. The Headteacher has day-to-day operational responsibility for this policy and must ensure that all staff are fully aware of its contents and trained accordingly.

This policy will be reviewed annually.

**Policy adopted on: 18 May 2020**

**Review Date: March 2021**

**Signed: Fliss Dale Designation: Chair of Trust Board**

## Parental Agreement for Setting to Administer Medicine

The academy/setting will not give your child medicine unless you complete and sign this form, and the academy or setting has a policy that the staff can administer medicine.

Name of academy/setting	
Name of child	
Date of birth	
Class	
Medical condition or illness	
<b>Medicine</b>	<b>NB: All medicines must be in the original container as dispensed by the pharmacy</b>
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the academy/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
GP name and telephone number	
<b>Your Contact Details</b>	
Name	
Relationship to child	
Daytime telephone no.	
Address	
<p>I understand that the administration of medicines is the overall responsibility of myself as the parent/carer</p> <p style="text-align: right;">_____ (Signature)</p>	



**ETCHING HILL CE**  
**PRIMARY ACADEMY**

**(PUPIL'S NAME)**

**(CLASS)**

**(BRIEF DESCRIPTION OF MEDICAL CONDITION/NEEDS)**

## Individual Health Care Plan

Name of Academy

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review Date

### Family Contact Information

#### First Contact

Name	
Phone number Work	
Phone number Home	
Phone number Mobile	

**Second Contact**

Name	
Phone number Work	
Phone number Home	
Phone number Mobile	

**Clinic/Hospital Contact**

Name	
Phone number	

**G.P.**

Name	
Phone number	

<b>NAME:</b>	<b>DOB:</b>
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**Describe the medical needs and give details of child's symptoms:**

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**Daily care requirements (e.g. before sport/at lunchtime):**

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**Describe what constitutes an Emergency for the child and the action to take if this occurs:**

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<b>NAME:</b>	<b>DOB:</b>
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**Follow-up care:**

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**Who is responsible in an emergency (state if different for off-site activities)?**

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**Form signed, dated and copied to:**

Parent /carer	Date:
School Nurse / Healthcare Professional	Date:
SENDCo / Class Teacher	Date:



## CONTACTING THE EMERGENCY SERVICES

### Request for Ambulance

Dial 999 and ask for ambulance and be ready with the following information:

1. Your telephone number
2. Give your location as follows (*Insert Academy address*)
3. State the postcode is:-
4. Give exact location in the *Academy* (*insert brief description*)
5. Give your name
6. Give the name of the child and a brief description of the child's symptoms.
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to :-

Speak clearly and slowly and be ready to repeat information if asked.