

# Supporting Pupils with Medical Needs Policy

The Shrubberies School and The Apperley Centre



Approved by: RACHEL STEPHENS

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## 1. Aims

This policy aims to ensure that:

- pupils, staff and parents understand how our school will support pupils with medical conditions
- pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- making sure sufficient staff are suitably trained
- making staff aware of pupils' conditions, where appropriate
- making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- providing supply teachers with appropriate information about the policy and relevant pupils
- developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Rachel Stephens, Deputy headteacher.**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

## 3. Roles and responsibilities

### 3.1 The Local Authority is responsible for:

- promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- providing support, advice and guidance to schools and their staff

- making alternative arrangements for the education of pupils who need to be out of school, for fifteen days or more due to a medical condition

### **3.2 The Governing Body is responsible for:**

- the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of The Shrubberies School
- ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy as outlined in the school's complaints policy
- ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life
- ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions
- guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy
- keeping written records of any and all medicines administered to individual pupils and across the school population
- ensuring the level of insurance in place reflects the level of risk.

### **3.3 The Head Teacher is responsible for:**

- the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of The Shrubberies School
- ensuring the policy is developed effectively with partner agencies
- making staff aware of this policy
- liaising with healthcare professionals regarding the training required for staff
- making staff who need to know aware of a child's medical condition.
- developing Individual Healthcare Plans (IHCPs)
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- if necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy
- ensuring the correct level of insurance is in place for staff who support pupils in line with this policy
- contacting the school nursing service in the case of any child who has a medical condition.

### **3.4 Staff members are responsible for:**

- taking appropriate steps to support children with medical conditions
- where necessary, making reasonable adjustments to include pupils with medical conditions into lessons
- administering medication, if they have agreed to undertake that responsibility
- undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility
- familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help

### **3.5 Parents and carers are responsible for:**

- keeping the school informed about any changes to their child/children's health
- completing a parental agreement for school to administer medicine form before bringing medication into school
- providing the school with the medication their child requires and keeping it up to date. This needs to include the following details;
  - Pupil's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date
- collecting any leftover medicine at the end of the course or year
- where appropriate discussing medications with their child/children prior to requesting that a staff member administers the medication
- where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Deputy Headteacher, other staff members and healthcare professionals.

### **3.6 Pupils are responsible for:**

#### **3.2 The Governing Body is responsible for:**

- where appropriate, providing information about how their condition affects them
- where appropriate, being involved in discussions about their medical support needs and contribute to the development of their IHP's.

### **3.6 School nurses and other healthcare professionals are responsible for:**

- notifying 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. They may also support staff to implement a child's IHP.

## **4. 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 pupils 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

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

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Deputy Headteacher and class teacher.

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 pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision

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 pupil's specific needs. The pupil will be involved wherever appropriate

IHPs will be linked to, or become part of, any education, health and care (EHC) plan

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/deputy headteacher, will consider the following when deciding what information to record on IHPs:

- ❖ The medical condition, its triggers, signs, symptoms and treatments
- ❖ The pupil'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
- ❖ Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed or where administration of medication will take place
- ❖ 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 this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- ❖ Who in the school needs to be aware of the pupil'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 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 pupil can participate, e.g. risk assessments
- ❖ Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- ❖ What to do in an emergency, including who to contact, and contingency arrangements

## 7. 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/verbal permission until written consent is obtained

**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 pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed before medication is given.

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, where appropriate will be informed about where their medicines are at all times and, with staff support, 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. Due to safety reasons within school all medicines are stored in lockable medicine cabinets in classrooms.

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

## **7.1 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.

All controlled drugs are kept in a secure medical cabinet in the classroom/nearest appropriate area. Class 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.

## **7.2 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.

Medicines and relevant devices will be stored in a locked medical cabinet until needed. 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.

## **7.3 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 pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- assume that every pupil with the same condition requires the same treatment
- ignore the views of the pupil or their parents
- ignore medical evidence 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 this is specified in their IHPs
- if the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise pupils 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 pupil, 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- administer, or ask pupils to administer, medicine in school toilets

## **7.4 Definitions**

- "Medication" is defined as any medication prescribed by the doctor
- "Prescription medication" is defined as any drug or device prescribed by a doctor
- A "staff member" is defined as any member of staff employed at The Shrubberies School, including teachers.

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

When in school, if the fire alarm sounds, staff must immediately evacuate the building with pupils. Medications will stay in the locked medicine cabinets. In the event of a pupil having a medical emergency when evacuated from the building, an ambulance will be called.

## 9. 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 the headteacher/deputy headteacher. 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.

## 10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## 11. Insurance

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Staff who undertake responsibilities within this policy are covered by the school's insurance.

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 Business Manager.

## 12. Complaints

Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher/deputy headteacher in the first instance. If the headteacher/deputy headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

## 13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 3 years.

## 14. Links to other policies

This policy links to the following policies:

- Complaints
- Equality information and objectives
- Health and safety
- Safeguarding
- Supporting pupils with medical conditions that cannot access school