



Supporting Pupils with Medical Conditions and Administrating Medicines Policy.

Last Review:

Frequency: Annually

Signed: _____ (HT)

_____ (COG)

Aims

As a school we are committed to providing pupils with medical needs with as much education as their condition allows, with minimal disruption.

We aim to:

- Assist parents in providing medical care for their children;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible.
- Monitor and keep appropriate records.
- Enable children who have short term or chronic long-term medical conditions to take part in normal school activities and lead as normal and happy life as possible.
- Ensure that any child with specific/chronic conditions is given the opportunity to go on visits (providing the child's GP gives written consent to support attendance and participation).
- Ensure that we practice safe procedures in dealing with administering medicines. Ensuring that no medication is given without the written consent of the parent/carer concerned. Also ensuring that members of staff NEVER give Non-prescribed medicines to a child.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay healthy.
- Ensure that there is a designated member of staff responsible for maintaining records relating to children's health needs and known medical conditions including emergency contact numbers and procedures.
- Ensure that all staff understand their common law duty to act as any reasonably prudent parent would in ensuring that pupils in their care are healthy and safe, referring any concerns to the designated member of staff.
- Ensure that staff are aware of this duty extending to times when children are involved in activities that take place off the school site, such as educational visits, school trips and residential visits.
- Raise staff awareness of children with known medical problems or conditions and any emergency procedures to safeguard the child's health and safety.
- Support and encourage pupils to take responsibility for their own medical needs, taking into account their age and whether they have special needs.
- Ensure that parents are aware of the schools policy and procedures regarding the administration of medicines.

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Developing and monitoring Care Plans

The named person with responsibility for implementing this policy is Helen Thomas

Legislation and statutory responsibilities

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

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

Roles and responsibilities

The governing body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Head teacher

The Head teacher 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 Care Plans, including in contingency and emergency situations
- Take overall responsibility for the development of Care Plans
- 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

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

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.

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 Care Plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the Care Plan e.g. provide medicines and equipment

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Care Plans. They are also expected to comply with their plans

School nurses and other healthcare professionals

Our 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 pediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

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.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, a meeting will commence to see if a Care Plan needs to be created.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Individual Care Plans

The Head teacher has overall responsibility for the development of Care Plans for pupils with medical conditions. This has been delegated to the Inclusion Lead.

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 a Care Plan. It will be agreed with a healthcare professional and the parents when a Care Plan would be inappropriate. This will be based on evidence. If there is not a consensus, the Head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional (if possible), such as the school nurse, specialist or paediatrician. The pupil will be involved wherever appropriate.

Care Plans will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the Care 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 body, the Head Teacher, Inclusion Lead and the Welfare Officer will consider the following when deciding what information to record on Care Plans:

- 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, e.g. crowded corridors, travel time between lessons
- 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 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 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

Managing medicines

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

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.

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.

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 Care Plans.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's Care Plan, 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
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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

Emergency procedures

Staff will follow the school's normal emergency procedures. All pupils' Care Plans 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.

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 Care Plans. 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, Inclusion Lead or Welfare Officer. 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 Care Plans
- 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.

Record keeping

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

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

Complaints

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

Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

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