

Supporting Pupils with Medical Conditions in School Policy

2023/24



TO BE REVIEWED SEPTEMBER 2024

Supporting Children with Medical Conditions in School Policy

The Supporting Children with Medical Conditions in School Policy will provide guidance to ensure;

- The school meets its statutory responsibilities to manage medicines and medical conditions in line with government guidance, such as 'Supporting pupils at school with medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.
- The school implements inclusive practices to support pupils with medical conditions.
- The school aims to provide all pupils with all medical conditions the same opportunities as others at school.
- **The school meets statutory responsibilities in response to Covid-19 in line with Government guidance 'Safe working in education, childcare and children's social settings, including the use of personal protective equipment (PPE).'**

The school will ensure the implementation of the Supporting Children with Medical Conditions in School Policy to meet the following values and principles:

- All Children and staff are healthy and stay safe
- Children and parents/carers feel secure and confident in the school's ability to support their children.
- Children contribute positively and experience a wide and varied curriculum and experiences.
- Ensure all staff understand their duty of care to safeguard children's needs, especially in an emergency.
- Ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- Develop the school's understanding that certain medical conditions are serious and can be potentially life-threatening, mainly if ill-managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand common medical conditions that may affect children at our school. Staff receive training on how medical conditions can impact children from specialist medical staff.
- **Follow Government guidance 'Safe working in education, childcare and children's social settings, including personal protective equipment (PPE)' to ensure the safety of all staff, children and parents/carers.**

The school is an inclusive community that aims to support and welcome all children and young people, including those with medical conditions.

- The Governing Body of Rodmersham School understands that it has a responsibility to decide how to support children with medical conditions who currently attend and those who may participate in the future.
- Children with medical conditions are encouraged to take control of their condition.
- The school ensures that all children with all medical conditions have the same opportunities at school as those without.
- The school aims to include all children with medical conditions in all school activities.
- The school ensures all staff (teaching and support) understand their duty of care to children and young people in the event of an emergency.
- Parents/carers of children with medical conditions feel secure in their children's care in school and on educational visits.
- All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- **To maintain the safety of everyone at the school, all staff have received training on what to do if they suspect a case of COVID-19 and have read all relevant Government guidance documents.**
- There is knowledge that certain medical conditions are severe and can be potentially life-threatening.
- All staff understand the common medical conditions, such as Asthma, Epilepsy, Diabetes, and Anaphylaxis, that can affect all children in school. Staff receive training on the impact these conditions can have on children.

All staff have sound knowledge, understand their role, and are trained to a level that teaches them how to support children with the most common severe medical conditions found at the school and how to uphold the policy.

- All school staff are aware of the most common serious medical conditions that they may encounter when caring for children.
- Staff understand their duty of care to children in an emergency. Under common law, school staff must act like any reasonably prudent parent in an emergency, which may include administering medication.
- All staff who work directly with children receive training and know what to do in an emergency for the children in their care who have medical conditions.
- Training is refreshed for all staff as appropriate and should be referred to the child's Individual Healthcare Plan.
- Action for staff to take in an emergency for the common severe conditions at the school is displayed in prominent locations.
- The school uses the child's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of children in their care who may need emergency help.
- The school has procedures in place so that the most up-to-date copy of the child's Individual Healthcare Plan is sent to the emergency care setting with

the child. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

- The school has plans in place to cover staff absence and sickness.
- The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.
- **All staff are clear of the protective measures that must be employed to reduce the risk of transmission of Covid-19 as outlined in the 'Effective infection protection and control' section of the Government guidance document 'Safe working in Education, childcare and Children's social settings, including the use of personal protective equipment (PPE)'**

Governing Body

The school's Governing Body has a responsibility to:

- Uphold the Equality Act 2010 and make any reasonable adjustments.
- Ensure arrangements are in place to support children with medical conditions (plans and suitable accommodation). In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Consider that many medical conditions that require support at school will affect the quality of life and may be life-threatening, and therefore, focus on the needs of the individual child.
- Ensure that the policy is effectively implemented, monitored, evaluated, and updated in accordance with the school policy review timeline.
- Ensure all parents/carers are fully aware and understand their responsibilities.

Headteacher

The school's head teacher has a responsibility to:

- Ensure the school puts the policy into practice and develops detailed procedures.
- Liaise between interested parties, including children, school staff, SENDCO, support staff, school nurses, parents, governors, the Local Authority and local emergency care services and seek advice when necessary.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there are good information-sharing systems in place using children's Individual Healthcare Plans.
- Ensure the child's confidentiality.
- Access quality-assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- Ensure all supply teachers and new staff know the medical conditions policy.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical register.

- Monitor and review the policy at least once a year, with input from pupils, parents, staff, and external stakeholders, and update it according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about the implementation of the policy.
- In partnership with the parent, have joint responsibility for the child's safe travel.
- Provide staff to cover the absence.

All school staff

All staff at the school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of standard medical conditions and know what to do in an emergency by receiving the whole school awareness training.
- Be aware that medical conditions can affect a child's learning and provide extra help when they need it.
- Understand the policy and how this impacts children's education.
- They should know which pupils in their care have medical conditions and be familiar with the content of each child's Individual Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents, including informing them if their child has been unwell at school.
- Ensure any medication for individual pupils is taken during a school visit.
- Be aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Understand common medical conditions and the impact they can have on children.
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food during any exercise and can take it when needed.
- Ensure that records of medication administered are kept up to date.

First aider

First aiders at the school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Ensure that any Individual Healthcare Plans are passed on to hospitals in the case of emergency.

Special Educational Needs Coordinators (SENDCO)

The SENDCO at the school has the responsibility to:

- Help update the school's medical condition policy.
- Know which children have a medical condition and which have special educational needs because of their condition.
- Be the critical member or liaise with other staff to ensure children with medical conditions continue to make expected progress.
- Ensure teachers make the necessary arrangements and reasonable adjustments if children need special consideration or access arrangements in statutory tests.

Support Staff

The support staff at the school has the responsibility to:

- Help update the school's medical conditions policy.
- Know which children have a medical condition and which have special educational needs because of their condition.
- Monitor children's attendance and punctuality and consider additional support and planning with the SENDCO.
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Health Services

The school nurse and others from the local Health Community and services who work with the school have a responsibility to:

- Co-operate with schools to support children with a medical condition.
- Be aware of the needs and training the school staff need in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training or alternative training if this has been locally developed.
- Other healthcare professionals, including GPs and paediatricians, have responsibility to notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans.
- Consider that specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Parents/carers

The parents/carers of a pupil at the school have a responsibility to:

- Inform the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Individual Healthcare Plan for their child.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in educational visits or residential visits, mainly when these include overnight stays.
- Inform the school about any changes to their child's medication what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and date of birth, and a spare is provided with the same information.
- Ensure that their child's medication is within expiry dates.
- Inform the school if the child is feeling unwell.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional, and information that will require the school to support your child is passed on to them.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- **Inform the school if their child develops any symptoms of Covid-19 and takes their child for a test.**

All staff understand and are trained in the school's general emergency procedures

- The school has a general Health and Safety Policy that includes risk assessments and arrangements in place to deal with emergencies.
- All staff know what action to take in the event of a medical emergency. This includes:
- How do you contact emergency services, and what information should you give?
- Who to contact within the school?

- Action to take in a general medical emergency is displayed in prominent locations for staff.
- If a child needs to be taken to the hospital, a staff member will always accompany them and stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the child knows.
- Staff should not take pupils to the hospital in their car but may do so in exceptional circumstances, for example, if there is a lengthy wait for the ambulance.

The school has clear guidance on medication administration at school and what is deemed an unacceptable practice.

Administration – general

- The school understands the importance of taking medication for chronic medical conditions as prescribed by a doctor or a consultant.
- All staff know that there is no legal or contractual duty for any staff member to administer medication or supervise a child taking medication unless they have been specifically contracted to do so.
- All use of medication defined as a controlled drug, even if the child can administer the medication themselves, is done under the supervision of a named staff member at this school.
- Several staff members at this school have been specifically contracted to administer medication and received the relevant training from healthcare professionals to support children with chronic medical conditions.
- If a trained staff member, who is usually responsible for administering medication, is not available, the school makes alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, the child may self-administer prescribed medication but only with the written consent of their parent/carer.
- Training is given to all staff members who agree to administer medication to pupils with chronic medical conditions where specific training is needed. The local authority provides full indemnity.
- Parents/carers at this school understand that they should notify the school immediately if their child's medication changes or is discontinued or the dose or administration method changes.
- If a child at this school refuses their medication, staff should not force them but instead record this and follow procedures set out in the Individual Healthcare Plan. Parents/carers are informed as soon as possible.
- If a child misuses medication, their parents/carers are informed as soon as possible. These children are subject to the school's usual disciplinary procedures.

Administration – Emergency Medication

- All children with medical conditions have easy access to their medication.
- When their parents and health professionals determine they can begin taking responsibility, all children are encouraged to administer their own emergency medication.
- Children know where their medication is stored and how to access it.
- Children understand the arrangements for a member of staff to assist in helping them take their medication safely.

Unacceptable Practice

The school uses its discretion and professional judgment on individual cases, but it is not generally acceptable practice to:

- Assume that every child with the same condition requires similar or the same support.
- Ignore the views of the child and their parents
- Send children home frequently or prevent them from staying for school activities due to their medical condition.
- Send a child unaccompanied to the school office or first aid area if they become ill.
- Penalise their attendance records if their absences are related to their medical condition e.g. hospital appointments.
- Prevent children from drinking, eating or taking toilet or other breaks in order to effectively manage their medical condition.
- Require parents or make them feel obliged to attend school to administer medication or provide medical support.
- Prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes school visits, e.g. requiring the parents to accompany the child.
- Administer medication that has not been prescribed for long-term medical treatment condition.
Prevent a child from quickly accessing their medication or inhalers when or where necessary.

The school has clear guidance and keeps clear and up-to-date records, supporting planning and school access.

Administration/Admission forms

- Parents of new children starting at the school are asked to provide information about any health conditions or health issues on admission and medical forms.
- Parents are asked if their child has any health conditions or health issues on the medical form, which is filled out at the start of each school year for existing pupils.

School Medical register

- Individual Healthcare Plans are one document used to create a Medical register of pupils with medical needs; not all pupils with medical conditions will need an individual plan. An identified member of staff is responsible for the medical register at school.
- The identified staff member is responsible for the medical register and follows up with the parents regarding any further details on a child's Individual Healthcare Plan required or if permission for medication administration is unclear or incomplete.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- A school staff member may initiate an individual Healthcare plan; plans should be drawn up with the input of healthcare professionals, e.g., Specialist nurses, parents and the child.
- As a sign of good practice, the school will use Individual Healthcare Plans to record essential details about children's medical needs at school, their triggers, signs, symptoms, medication and other treatments used to identify the level of support they need. Further documentation can be attached to the Individual Healthcare Plan if required.

An Individual Healthcare Plan is sent to all parents of children with a long-term medical condition when a diagnosis is first communicated to the school.

Ongoing communication and review of the Individual Healthcare Plan

- Parents at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency if there have been changes to their symptoms (getting better or worse), or if their medication, treatments or conditions change.
- Parents and relevant health professionals are invited to review and check that the school's information on a child's condition is accurate and up to date.
- Every child with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- Where the child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to their statement or Education Health and Care Plan if they have one.

Storage and access to Individual Healthcare Plans

- The school ensures that all staff protect confidentiality.
- Individual Healthcare Plans are kept securely or attached as linked documents using the school computer system.
- Apart from the central copy, specified staff members (agreed by the child

and parents) securely hold copies of Individual Healthcare Plans. These copies are updated at the same time as the central copy.

- All members of staff who work with groups of children will access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- When a staff member is new to a child group, for example, due to staff absence, the school makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of children in their care.
- The school seeks permission from parents to allow Individual Healthcare Plans to be sent to emergency care staff should an emergency happen during school hours or during a school activity outside the regular school day. This permission is included in the Individual Healthcare Plan.

Use of an Individual Healthcare Plan

The school uses Individual Healthcare Plans to:

- Inform the appropriate staff and supply teachers about the individual needs of pupils with a medical condition in their care
- Remind children with medical conditions to take their medication when they need to
- Identify common or critical individual triggers for children with medical conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers
- Ensure that all medication stored at school is within the expiry date
- Ensure this school's local emergency care services have a timely and accurate summary of a child's current medical management and healthcare in the event of an emergency
- Remind parents of a child with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

- If a child requires regular prescribed medication at school, parents are asked to provide consent on their child's Individual Healthcare Plan, giving the child or staff permission to administer medication on a regular/daily basis. A separate form is sent to parents for pupils taking short courses of medication.
- All parents of children with a medical condition who may require medication in an emergency are asked to consent to the Individual Healthcare Plan so that staff can administer medication.
- If a child requires regular help administering their medication, the school outlines its agreement to administer this medication on the Individual Healthcare Plan. The school and parents keep a copy of this agreement.

Off-site, Sporting Activities and Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's condition and overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children manage their condition while away. This includes information about medication not generally taken during school hours.
- When attending a residential visit or off-site activity (including sporting events), the lead staff member will have copies of all visit paperwork, including risk assessments for children where medication is required. If necessary, a copy of the Individual Healthcare Plans will accompany the child, and any medical conditions should be mentioned in the planning and risk assessment before the visit takes place.
- All parents of a pupil with a medical condition attending an off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required, and an Individual Healthcare plan has not previously been drawn up.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff to help pupils manage their condition while they are away.
- Any medication administered off-site has a specific record book.

Other record-keeping

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, child, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- Each class has a log of medication self-administered by pupils in that class. Medication administered by staff is recorded in personal record books and, where appropriate, home/school record books.
- A record of medication administered off-site is kept in a separate book.
- The school holds regular training on common medical conditions. The school keeps a log of the medical condition training and reviews every 12 months to ensure all new staff receive training.
- All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a record of staff who have had training.

There is clear guidance on the safe storage and handling of medication at school.

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- Where the child's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access it and which member of staff they see.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure, cool, dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those to whom it is prescribed.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept securely and only named staff have access, even if the pupil normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- Three times a year, the identified staff member checks the expiration dates for all medication stored at school.
- The identified member of staff, along with the parents of children with medical conditions, will ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication, and the frequency of the dose.
- All medication is supplied and stored in its original containers/packages. It is labelled with the child's name, date of birth, the name of the medication, expiry date, and the prescriber's instructions for administration, including dose and frequency.
- Medication will be stored in accordance with instructions, with particular notes on temperature.
- Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for storing medication are in a secure area only accessible to staff.
- All medication is sent home with pupils at the end of the school year.
- Spacers for use with inhalers are sent home each half-term for washing. Medication is not stored in the summer holidays.

Safe disposal

- Parents will be asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication will arrange for the disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in school are stored securely. Arrangements should be made for their safe disposal.
- If a sharps box is needed on an off-site or residential visit, a named staff member is responsible for its safe storage and returning it to the school or the child's parent.

Supporting Medical Conditions in school policy is regularly reviewed, evaluated, consulted with stakeholders and updated.

- The policy is reviewed, evaluated, and updated annually per the school's policy review timeline, and a full consultation with stakeholders is received.
- Local authority officers will provide any new government guidance actively sought and fed into the review.
- When evaluating the policy, the school seeks feedback and further consultation on the effectiveness and acceptability of the medical conditions policy with a wide range of critical stakeholders within the school, health settings and with parents and children/young people.

Key stakeholders include:

- Children/young people
- Parents
- School nurses and/or school healthcare professionals
- Headteacher
- teachers
- Special Educational Needs and Disability Coordinator (SENDCO)
- Support Staff
- First aider
- Local health professionals
- School governors

Complaints Procedure

If parents or carers have concerns or are dissatisfied with the support provided they should directly contact the school and follow the complaint procedure. Details of this policy are on the school website.

Legislation and Guidance

This policy and guidance has been compiled using recommended government documents and Acts; these include;

- Supporting pupils with Medical Conditions – September 2014
- Special Educational Needs and Disability Code of Practice: 0-25 years
- Children and Families Act 2014 – Part 5: 100
- Health and Safety: advice for schools – June 2014
- Equality Act 2010
- The management of Health and Safety at Work Regulations 1999
- Education Act 1996
- Health and Safety at Work Act 1974
- Medicines Act 1968
- The Local Authority will provide both national and local guidance.
- For further information and guidance, see;
- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>