

# Supporting Pupils with Medical Conditions in School policy

2021/23



TO BE REVIEWED SEPTEMBER 2023

## **Supporting Children with Medical Conditions in School Policy**

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

- That the school meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting pupils at school with Medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.
- That the school implements inclusive practices to support pupils with medical conditions.
- That 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 schools ability to support their child.
- Children make a positive contribution and get to experience a wide and varied curriculum and experiences.
- Ensure all staff understand their duty of care to safeguard children in all aspects of their needs and especially within the event of an emergency.
- Ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- Develop the schools understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- That 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 the impact medical conditions can have on children from specialist medical staff.
- **Follow Government guidance 'Safe working in education, childcare and children's social settings, including the use of 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**

## Resilience    Respect    Responsibility    Hard Work

- The Governing Body of Rodmersham School understand that it has a responsibility to make arrangements for supporting children with medical conditions who currently attend and to those who may attend in the future.
- Children with medical conditions are encouraged to take control of their condition.
- The school ensures to provide all children with all medical conditions 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 the care their children receive both 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.
- 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 in order to maintain the safety of everyone at the school.
- There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- All staff understand the common medical conditions e.g. Asthma, Epilepsy, Diabetes and Anaphylaxis that can affect all children in school. Staff receive training on the impact this can have on children.

**All staff have a sound knowledge, understand their role and are trained to a level that fulfills and informs them in what to do to support children with the most common serious medical conditions found at the school and how to uphold the policy**

- All staff at the school are aware of the most common serious medical conditions which they may come across when children are in their care.
- Staff understand their duty of care to children in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- All staff that work directly with children receive training and know what to do in an emergency for the children in their care with 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 serious 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 that 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.
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child.
- Make sure the policy is effectively implemented, monitored and evaluated and updated in line 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 develop 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 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

## **Resilience    Respect    Responsibility    Hard Work**

- 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 according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the policy.
- In partnership with the parent have joint responsibility for the safe travel of the child.
- Provide staff to cover absence.

### **All school staff**

All staff at the school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving 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 on children's education.
- Know which pupils in their care have a medical condition and be familiar with
  - the content of the 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 when they go on 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 with them during any exercise and are allowed to 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 with the school.

## **Resilience    Respect    Responsibility    Hard Work**

- When necessary ensure that an ambulance or other professional medical help is called.
- Ensure that any Individual Healthcare Plans are passed on to hospital in the case of emergency.

### **Special Educational Needs Coordinators (SENDCO)**

The SENDCO at the school has 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 key member or liaise with other staff to ensure children with medical conditions continue to make expected progress.
- Ensure teachers make the necessary arrangements and make 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 has 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 provide 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, especially 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 have arrangements in place to deal with emergencies.
- All staff know what action to take in the event of a medical emergency. This includes:
  - How to contact emergency services and what information to 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 hospital, a member of staff will always

- accompany them and will 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 hospital in their own car.

**The school has clear guidance on the administration of medication at school and what is deemed as unacceptable practice**

**Administration – general**

- The school understands the importance of medication being taken for chronic medical conditions as prescribed by a doctor or a consultant.
- All staff are aware that there is no legal or contractual duty for any member of staff 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 member of staff at this school.
- There are several members of staff at this school who have been specifically contracted to administer medication and received the relevant training from healthcare professionals to support children who have chronic medical conditions.
- If a trained member of staff, 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 who have chronic medical conditions, where specific training is needed. The local authority provides full indemnity.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- 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 any 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 are able to begin taking responsibility, all children are encouraged to administer their own emergency medication.



## **Resilience    Respect    Responsibility    Hard Work**

- 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:

- Prevent a child from easily accessing their medication or inhalers when or where necessary.
- 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 own 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 which has not been prescribed for a long term medical condition.

**The school has clear guidance keeping clear and up to date records which supports the planning and access to school**

### **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 that is 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 has responsibility for the medical register at school.
- The identified member of staff has responsibility for the medical register and follows up with the parents any further details on a child's Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

### **Individual Healthcare Plans**

#### Drawing up Individual Healthcare Plans

- An individual Healthcare plan may be initiated by a member of school staff, plans should be drawn up with the input of healthcare professionals e.g. Specialist Nurse, parents and the child.
- As a sign of good practice the school will use Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments and used to identify the level 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 or if there have been changes to their symptoms (getting better or worse), or their medication, treatments or conditions change.
- Parents and relevant health professionals are invited to review and check that information held by the school 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 members of staff (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.

## **Resilience    Respect    Responsibility    Hard Work**

- 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 member of staff 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 the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Individual Healthcare Plan.

### ***Use of an Individual Healthcare Plan***

- Individual Healthcare Plans are used by the school 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 important 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, if required. 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 provide consent on the Individual Healthcare Plan for staff to administer medication.
- If a child requires regular help in administering their medication then the school outlines the school's 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 current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children manage their condition while they are away. This includes information about medication not normally 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. A copy of the Individual Healthcare Plans will accompany the child if necessary and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking 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 the pupil 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. A log of the medical condition training is kept by the school and reviewed 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 their emergency medication 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 for it is prescribed.

### **Safe storage – general**

- There is an identified member of staff who ensures the correct storage of medication at school - Mrs A PC
- 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 member of staff checks the expiry 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 in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored in its original containers/packages. All medication 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, paying particular note to 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 the storage of medication are in a secure area that is 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 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 member of staff is responsible for its safe storage and return it to 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 in line with the school's policy review timeline and receives a full consultation with stakeholders.
- Any new government guidance is actively sought and fed into the review, guidance will be provided by Local Authority Officers.
- 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 key stakeholders within the school, health settings and with parents and children/young people.

Key stakeholders include:

- Children/young people
- Parents
- School nurse 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 [www.sudleyinfantschool.co.uk](http://www.sudleyinfantschool.co.uk)

## **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>