



## Supporting Pupils with Medical Conditions Policy

Name and Title of the Author:	Alison Walker
Name of Responsible Committee / Individual:	The Snaith School Governors
Implementation Date:	20 June 2024
Review Date:	Summer 2027
Target Audience:	Employees and Parents
Related Documents:	
References:	

## Contents

1. Aims	2
2. Legislation and statutory responsibilities	3
3. Role and responsibilities	3
4. Equal opportunities	4
5. Being notified that a child has a medical condition	4
6. Individual healthcare plans	4
7. Managing medicines	5
8. Emergency procedures	7
9. Training	7
10. Record keeping	8
11. Liability and indemnity	8
12. Complaints	8
13. Monitoring arrangements	8
14. Links to other policies	8
Appendix 1: Being notified a child has a medical condition	9
Appendix 2: Individual healthcare plan	10
Appendix 3: Schools to add here title of any flow diagrams/procedures they wish to include	11
Appendix 4: Record keeping	12

---

### 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 Alison Walker**

## 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 LGB

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

### 3.2 The headteacher or delegated senior leader with responsibility for pastoral care

The headteacher/delegated senior leader with responsibility for pastoral care 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 healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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

### 3.3 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.

### 3.4 Parents/carers

Parents/carers 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 IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### **3.5 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 IHPs. They are also expected to comply with their IHPs.

### **3.6 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. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **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. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

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.

See Appendix 1.

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

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Alison Walker.

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. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

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 / SENCo, 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, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- 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/student's condition and the support required
- Arrangements for written permission from parents and the headteacher 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

See Appendix 2

## 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

**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.

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.

### **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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named 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 and wherever possible be allowed to carry their own medicine and relevant devices. This will be assessed on a case by case basis, discussed with parents and reflected in a child's IHP. In doing so, recognition must not only be taken of the potential risk to the child in question but also to other pupils and members of staff if medication of any description is handed into the care of a pupil. Whilst self-management for Pupils assessed to be competent is encouraged the general position is that all medication will be controlled and documented by the school

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

See Appendix 3: flow diagrams or procedure summaries that they currently use and share in their existing policies which explain how they might manage the administration of medicines

## 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.

## 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 / SENCO. 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. See Appendix 4

Parents will be informed if their child has been unwell at school.

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

## 11. Liability and indemnity

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

The Trust is a member of the ESFA's Risk Protection Arrangement (RPA) which is an alternative to commercial insurance for schools. Under RPA, the UK government covers the losses instead of commercial insurance. For details of the cover and links provided please see the following link [Risk protection arrangement \(RPA\) for schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## 12. Complaints

Parents with a concern in regard to their child's medical condition should discuss these with the school in the first instance to try and resolve any issues. If this does not resolve the matter, parents will use the school's complaints procedure that is available on the website.

## 13. Monitoring arrangements

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

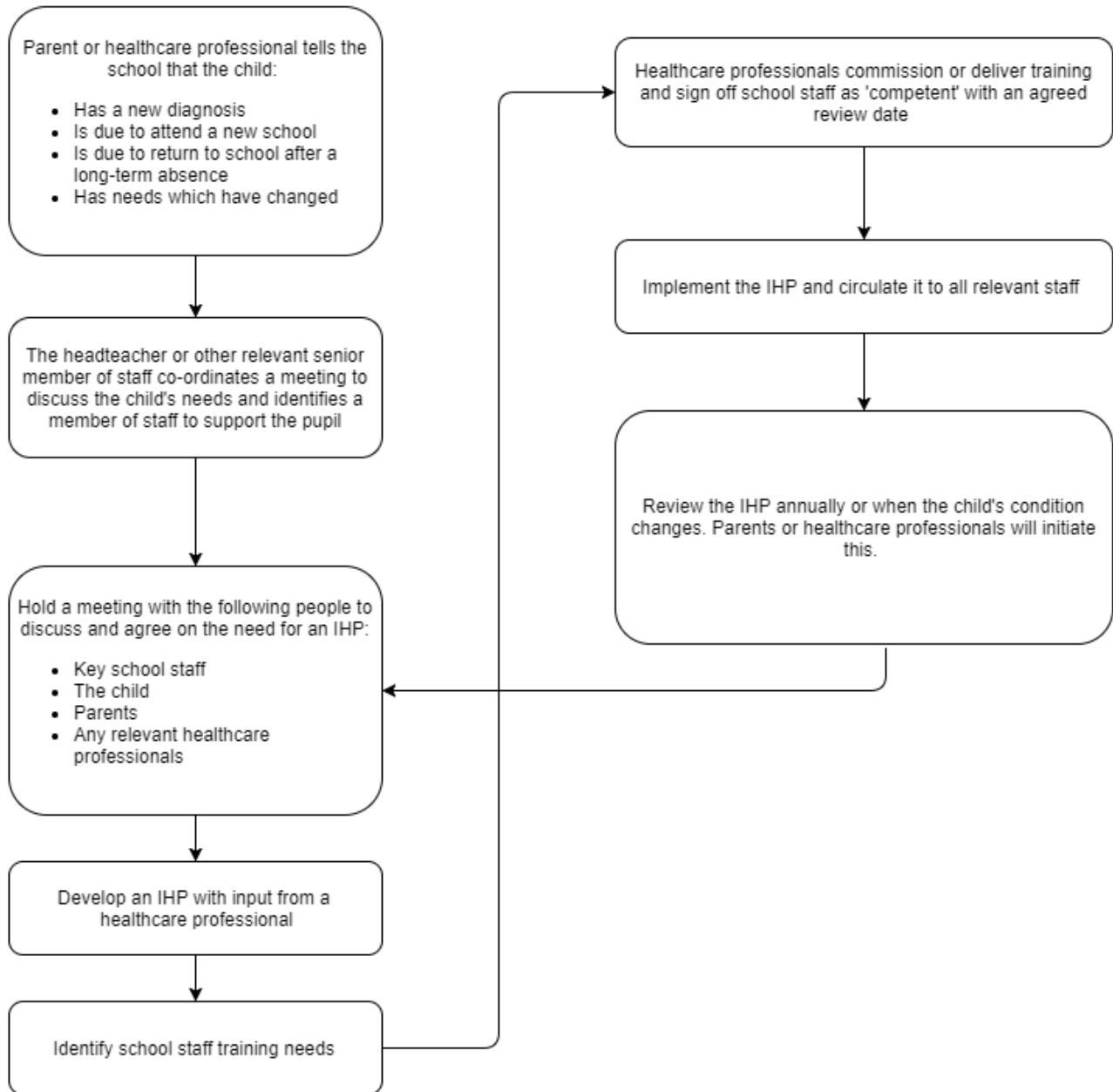
## 14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Educational visits
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy



## Appendix 1: Being notified a child has a medical condition



Appendix 2: Individual healthcare plan

# HEALTH CARE PLAN AND EMERGENCY INFORMATION



Name of school	The Snaith School	Child's Photo
Name of Child		
Group/class/form		
Date of birth		
Child's address		
Medical diagnosis or condition		
Date		
Review date		

## FIRST FAMILY CONTACT INFORMATION

Name and relationship to child	
Telephone - work	
Telephone - home	
Telephone - mobile	

## SECOND CONTACT INFORMATION

Name and relationship to child	
Telephone - work	
Telephone - home	
Telephone - mobile	

## CLINIC/HOSPITAL CONTACT/HEALTH CARE PROFESSIONAL

Name	
Telephone number	

## GP

Name	
Telephone number	

Describe medical needs and give details of child's symptoms

--

List all medications the child is prescribed (listing the dose and time if required at school)

--

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

--

Describe what constitutes an emergency for the child, and action to take if this occurs

--

Follow up care

--

If required, has a Personal Emergency Evacuation Plan (PEEP) been completed and shared with all staff?

--

Any other information

--

This plan has been developed with -

--

### **Appendix 3:**

Procedure summary:

#### Administration of medicines

1. Parents / carers should contact school and arrange to complete a parental consent form. See below
2. Parents / carers should hand the medication in to reception at the time of completing the parental consent form. Children will not be permitted to hand over medicine, nor to keep it on their person, unless advised to do so by a member of the health care profession.
3. Medication will be dispensed as per the prescription or advice from the parental consent form.
4. All medicines are stored in a secure locked box in year lead rooms, and controlled medicines in Infinity. All insulin is kept in the fridge in reception
5. Once the medication no longer needs to be taken, a parent must collect or it will be disposed of by school staff at the local GP surgery at the end of the academic year.

## Parental Consent Form

### Administration of medication

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy supporting staff to safely administer medicine.

Date for review to be initiated by  
This should be annual or when medical needs change

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

The Snaith School

### Medicine

Name/type of medicine  
(as described on the container)  
Route/method of administration

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – Y/N

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the following members of staff

Reception staff

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Adapted from:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349437/Supporting\\_pupils\\_with\\_medical\\_conditions\\_-\\_templates.docx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx)

# ASTHMA EMERGENCY INFORMATION

Child's Name		Child's Photo
Class/form		
Date of birth		
Address		
Parent/Carer Name(s)		
Home Contact Number		
Mobile Contact Number		
GP/Medical Centre Number		

Known triggers	
----------------	--

Medication to be kept with child	
----------------------------------	--

Other comments	
----------------	--

Instructions for reliever inhaler use (please tick the appropriate statement)	
<input type="checkbox"/>	My child does <b>not</b> understand the proper use of his/her inhaler and requires help to administer them.
<input type="checkbox"/>	My child understands the proper use of his/her asthma medications, and in my opinion, can carry and use their inhaler at school independently; notifying school staff after using their inhaler.

I give permission for school personnel to share this information with all school staff, follow this plan and administer medication.

If necessary, I also give permission for the school to contact our GP/school nurse and in the case of an emergency, this plan may be passed to medical professionals.

I assume full responsibility for providing my Child with their prescribed medication and delivery devices. If necessary I **give permission for the school to use the emergency salbutamol inhaler if required**. I approve this Asthma Care Plan for my child and will update the school accordingly.

Parent/s Signature	Date
Staff Signature	Date

# ANAPHYLAXIS EMERGENCY INFORMATION

## Health care plan one-page profile

This information should be completed by parents and school

Child's Name		Child's Photo
Class/form		
Date of birth		
Address		
Parent/Carer Name(s)		
Home Contact Number		
Mobile Contact Number		
GP/Medical Centre details		
Health care professional details		

Known triggers/ Allergens	
Signs /Symptoms	
Actions	

Location of medication in school	Emergency Medication In school bag/medical room
----------------------------------	---

Instructions for adrenaline auto-injector use (please tick the appropriate statement)	
<input type="checkbox"/>	My child does <b>not</b> understand the proper use of his/her adrenaline auto-injector and requires help to administer it.
<input type="checkbox"/>	My child understands the proper use of his/her adrenaline auto-injector, and in my opinion, can advise its use at school.

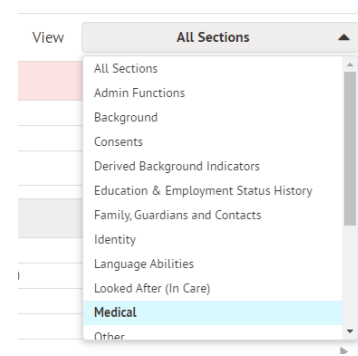
I give permission for school personnel to share this information with all school staff and appropriate trained staff to administer medication. In the case of an emergency, this information may be passed to medical professionals and if necessary, I also give permission for the school to contact our GP/school nurse.

I assume full responsibility for providing the school with an adequate supply of adrenaline auto-injectors and if necessary I give permission for the school to use the emergency auto-injector if required. I approve this anaphylaxis care plan for my child.

Parent/s Signature	Date
Staff Signature	Date

## Appendix 4: Record keeping

All files are saved in the Pastoral drive, within the medical folder and then uploaded onto Arbor. See below:

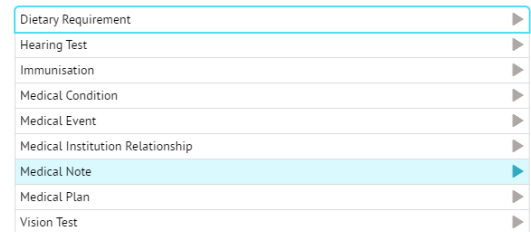


**Medical notes / Key documents:** We record all documents supporting a child's medical needs. This includes PEEPS, Risk assessments, Health care plans. These are then uploaded to Arbor.

### Actions:

1. Add medical
2. Select Medical notes
3. Upload the key document
4. Pin the key documents to the front page of the pupil's profile.
5. These documents are also shared with staff via email.

Add Item in: **Medical**



Pinned Items		
	Medical plan	PEEP
	Medical plan	Diabetes care plan
	Medical condition	Type 1 Diabetes
	Pastoral note	Diabetes type 1 - if bloods are low, do not move her, call for first aid. 5 minute early pass for lunch with a buddy - needs to eat within minutes of taking her bloods at lunch

01 Feb 2024

**Medical events:** We record all medical events including **first aid** and **medication** on Arbor.

### Actions:

1. All medication given to children is recorded under medical events, this includes name, date, time and dosage. This includes prescribed medication, paracetamol and antibiotics.
2. Parents are alerted to any unprescribed medication given and / or first aid actions.

Add Item in: **Medical**

