POLICY - SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Prepared by (member of staff): Caroline Butterworth Julie Ford	**Date: March 2023**
Ratified by Full Governing Body:	**Date: 29th March 2023**
Signed off by Chair of Governing Body:	

Supporting Pupils at School with Medical Conditions

Section 100 of the Children and Families' Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their full potential.

This policy has been written following the Supporting Pupils at School with Medical Conditions guidance issued by the DfE, December 2015.

Definition of the term Medical Condition used in this context

A medical condition that is long term with acute episodes, requires on-going support and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the SEN code of practice.

Key roles and responsibilities

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils at School with Medical Conditions Policy and the procedures resulting from this policy.
- Ensuring that the Supporting Pupils at School with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints' Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is provided and delivered to staff members who take on the responsibility to support children with medical conditions.
- Keeping written records of any and all medicines administered to pupils whilst at school or on school visits and trips.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils at School with Medical Conditions Policy and procedures.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of the policy.

- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know, aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, recruiting further members of staff for the purpose of delivering the policy fully.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Note: The Headteacher may pass some of the day-to-day responsibilities to the SENS Support Manager, whilst retaining overall management of the policy.

Staff members are responsible for:

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

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with health care professionals on appropriate support.
- Liaising with identified school staff, parents and other health care professionals in developing pupils IHCP.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form, when bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any unused medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, liaising with identified school staff, the School Nurse Service and any other health care professionals in developing an IHCP for their child.

The role of the child

- Children who are capable will be encouraged to take responsibility for managing their own medicines and procedures.

- Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

Staff training and support

Teaching staff and associate staff are encouraged to read this policy thoroughly, so that they are aware of their role with regards to supporting pupils with medical conditions. The policy can be found on Parago.

Teaching staff who have daily contact with a pupil with medical needs, will be given a copy of the pupils Individual Healthcare Plan that they must keep secure. They will then be asked to acknowledge that they have read and understood the IHCP, plus any risk assessment that may be allied to the IHCP in writing. Teaching and associate staff who undertake responsibilities under this policy will receive the necessary training from the appropriate health care service, so that they may fully support and, if necessary, assist with administering medicines to sustain the health of individual pupils.

No staff member may administer prescription medicines or undertake any healthcare procedures without written parental consent or appropriate training.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The SEND Support Manager will keep a record of the staff who have undertaken First Aid Training and are qualified to undertake responsibilities under this policy.

Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the parents/carers and the pupil, if appropriate, the identified school staff, the Headteacher, Special Educational Needs Coordinator (SENCO), school nurse service and any other health care professionals.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, the IHCP will also identify the support the child needs to reintegrate.

Procedure to be followed when notification is received that a pupil has a medical condition.

If a pupil is starting at Flanshaw JIN School in EYFS, then it is likely that they will attend the Stay and Play with parent/carer. It is vital that parents/carers of pupils who have a medical condition, complete the medical information form before the pupil attends the induction day, this will normally be completed during home visits and information passed to SEND Support Manager. If the pupil already has a IHCP in place, then a copy of this must be secured by SEND Support Manager regarding the pupils' medical needs and support must be noted and acted on. If it is deemed necessary, then a staff member must be available to support the pupil throughout the session.

Once the relevant staff are notified that a pupil, with an existing medical condition, will be starting at Flanshaw JIN, they must arrange for a meeting with:

- A member of the relevant Phase Leader/class teacher;
- A parent/carer and if appropriate, the pupil;
- SEND Support Manager;
- SENCo
- A member of the School Nurse Service;
- A member of another appropriate health care service, if necessary.

The pupil's medical and support needs must be discussed and understood to enable an Individual Healthcare Plan to be developed and agreed on. This may just be a clarification of the IHCP that the pupil already has in place or it may need to be a newly developed plan, taking into account the current needs of the pupil or a change in the support that the pupil requires. In either case, the resulting IHCP, once complete, must be signed by a parent/carer and a member of staff representing FLANSHAW JIN School. It is at this meeting with the School Nurse Service, that where any medical procedures are involved with the pupil taking their medication, that staff training will be decided on. Training must be carried out as soon as possible to enable the parent/carer and pupil to feel confident that they can be fully supported whilst at Flanshaw JIN School.

If a pupil already at Flanshaw JIN School is newly diagnosed with a medical condition or a pupil starts at school mid-term, then the same procedure applies. It is the responsibility of the relevant staff (SENCo, SEND Support Manager) to arrange and co-ordinate the meeting with the appropriate staff and external services, as listed above. This must be carried out as soon as possible, but at the latest, within two to three weeks unless there are extenuating circumstances. Providing that school staff can support the needs of the pupil, not having a fully completed IHCP is no reason to prevent a pupil from coming to school. If staff require additional specialist training to fully support a pupil and not having the training in place would be detrimental to a pupil's health, then the pupil may not be allowed to attend school, initially. In this case, suitable and appropriate training should be sourced as soon as possible and until we are certain that we can fully support the pupil and the parent/carer and pupil are confident in our ability to do so. Teaching staff and associate staff who have daily contact with a pupil with medical needs, will be given a copy of the pupils Individual Healthcare Plan. They will then be asked to acknowledge that they have read and understood the IHCP, plus any risk assessment that may be allied to the IHCP. This signed document to be appended to the pupils IHCP.

A copy of the IHCP will be held in Pastoral Team Office and another will password protected and posted on teacher central/managing medicines in school for appropriate staff to access. The pastoral team are responsible for this happening.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for school to administer prescribed medicine form.

- No child will be given any prescription medicine without written parental consent except in exceptional circumstances.

- Parents can attend school to administer non-prescription medicine however this will be recorded.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.

- Medications will be stored securely in the First Aid Fridge located in the main office.

- Any medication unused at the end of the course or year must be collected by a parent/carer.

- Written records will be kept of any medication administered to children.

- Pupils will never be prevented from accessing their medication.

- Flanshaw JIN School cannot be held responsible for side effects that occur when medication is taken correctly.

Avoiding unacceptable practice

Flanshaw JIN School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone if they become ill.

- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

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

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Schools Business Manager.

Complaints

The details of how to make a complaint can be found in the school's Complaints' Policy.

Supporting Documents

Equality Statement

Special Educational Needs Policy

Safeguarding Policy

Supporting Pupils at School with Medical Conditions-DfE April 2014

Process for Developing Individual Healthcare Plans

1. Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed



2. SENCo and SEND Support Manager coordinates meeting to discuss the child's medical support needs



3. Meeting to discuss and agree on a need for IHCP to include relevant staff, parent/carer, child, member of School Nurse Service, if necessary a member of other healthcare service.



4. Develop IHCP in partnership, agree who leads on writing it. Input from healthcare professional must be provided



5. School staff training needs are identified.



6. Healthcare professional commissions/delivers training and staff are signed-off as competent. Review date agreed.



7. IHCP implemented and circulated to all relevant staff.



8. IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. **Back to stage 3**.

Parental Agreement for FLANSHAW JIN School to Administer Prescription Medicines

Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

Medicine

Name/type of medicine	
Expiry date	
Dosage and method	
Timing	
Special instructions	
Are there any side effects that the school 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 2nd Contact & No.	

Name of Doctor Telephone No.	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Record of medicine administered to an individual child

Name of school	
Name of child	
Date medicine provided by parent	
Tutor Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

_____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff Staff initials			
Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Staff Acknowledgement of a Student's Individual Healthcare Plan

I have read the accompanying Individual Healthcare Plan and risk assessment (if applicable). I understand the medical risks to this student and the resulting support measures that are in place. I am aware of my responsibilities as a member of staff at FLANSHAW JIN School in supporting:

(Student's name)……..... (Class)……

Name	Signature	Date