



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

Name of Policy	Supporting Pupils at School with Medical Conditions Policy	
Lead	Mr S Jefferies, Headteacher	
Governor Committee	Chair of Governors	
Policy Status	Originally Drafted	October 2014
	Governor Approved	Yes
	Date Governor Approved	March 2015
Review Frequency	3 Years	
Next Review	April 2018	



# SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

## POLICY

This policy has been drawn up in accordance with the DfE guidance Supporting pupils at school with medical conditions.

This policy will be readily accessible to parents and school staff, and will be reviewed annually by the Headteacher to keep up-to-date with statutory and non-statutory guidance and legislation.

The next review of this Policy Document will be April 2016.

### **Purpose of policy:**

The purpose of this policy is to ensure arrangements are in place to support pupils at school with medical conditions, in light of updated guidance drafted by the Department of Education for governing bodies of maintained schools and proprietors of academies in England.

This policy outlines the correct procedures and protocols Henley-in-Arden School will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

### **Aims:**

- To ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities;
- To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation;
- To identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurses, Headteachers, Governing Bodies etc.; and
- To ensure procedures are followed to limit the impact of pupils educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

### **Legislation Framework:**

This document replaces previous guidance on Managing Medicines in schools and early years published in March 2005.

Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- Monitoring and intervention in emergency circumstances.

Henley-in-Arden School's Governing Body must further comply with their duties under the Equality Act 2010 towards disabled children and adults.

## Roles and Responsibilities:

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, Local authorities, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at Henley-in-Arden School are listed below, however this is not an exhaustive list:

The **Headteacher** is responsible for:

- Ensuring all staff are aware of this policy;
- Implementing this policy effectively and ensuring that all relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation;
- The development of individual healthcare plans (IHCP's);
- Ensuring there are sufficient trained members of staff available to implement the policy and deliver against all IHCP, including in contingency and emergency situations;
- Ensuring all staff who need to know are aware of the child's condition;
- Safeguarding school staff by appropriately insuring them and making them aware that they are insured to support pupils with medical conditions; and
- Liaising with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school.

**School Nurses** are responsible for:

- Supporting staff on implementing a child's individual healthcare plan and providing advice on training; and
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts at the school.

Suitable cover will be provided in the absence of the school nurse/healthcare professional.

**School staff** (teaching and non-teaching) should:

- Provide support to pupils with medical conditions. This can be any member of school staff, and could include the administering of medicines, although you cannot be required to do so;
- Take into account the needs of pupils with medical conditions that they teach;
- Receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions; and
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Pupils** should:

- Provide adequate information about how their condition affects them;
- Be fully involved in discussions about their medical support needs; and
- Comply with their IHCP.

**Parents** should:

- Give written instructions regarding their child's condition and the care necessary
- Provide medicine and equipment and ensure they or another nominated adult are contactable at all times;
- Provide sufficient and up-to-date information to the school about their child's medical needs; and
- Be involved and assist in drafting and developing their child's IHCP.

Other **healthcare professionals**, including GP's and providers of health services are responsible for:

- Notifying the school nurse, when a child has been identified as having a medical condition that requires school support;
- Providing advice on developing healthcare plans; and
- Co-operating with schools that are supporting children with a medical condition.

**Local Authorities (LA)** are responsible for:

- Promoting cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation;
- Provide support, advice and guidance, including suitable training for school staff to ensure that the support specified within the IHCPs can be delivered effectively;
- Working with schools to ensure that schools support pupils with medical conditions to attend full time; and
- Making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a child will be away from school for 15 days or more because of their health needs.

**Procedure when the school is notified of a medical condition:**

- It will either be the school nursing service, a healthcare professional, GP or paediatrician who will notify the school nurse when a child has been identified as having a medical condition that requires support.
- The nurse will then notify the Headteacher who should take the necessary steps to co-ordinate a meeting to discuss the child's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate.
- A decision will be made as to whether an IHCP will be created for the child. (by the school nurse).
- For children new to the school, support arrangements will be in place in time for the start of the relevant school term.
- In cases where the child moves to the school mid-term or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place within two weeks.

The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available medical evidence and through consultation with parents.

## **Individual Healthcare Plans (IHCP):**

A pupil's IHCP provides clarity about what needs to be done, when and by whom. When deciding whether an IHCP is appropriate and proportionate, schools should follow the steps below:

### Stage 1 – Gathering the information

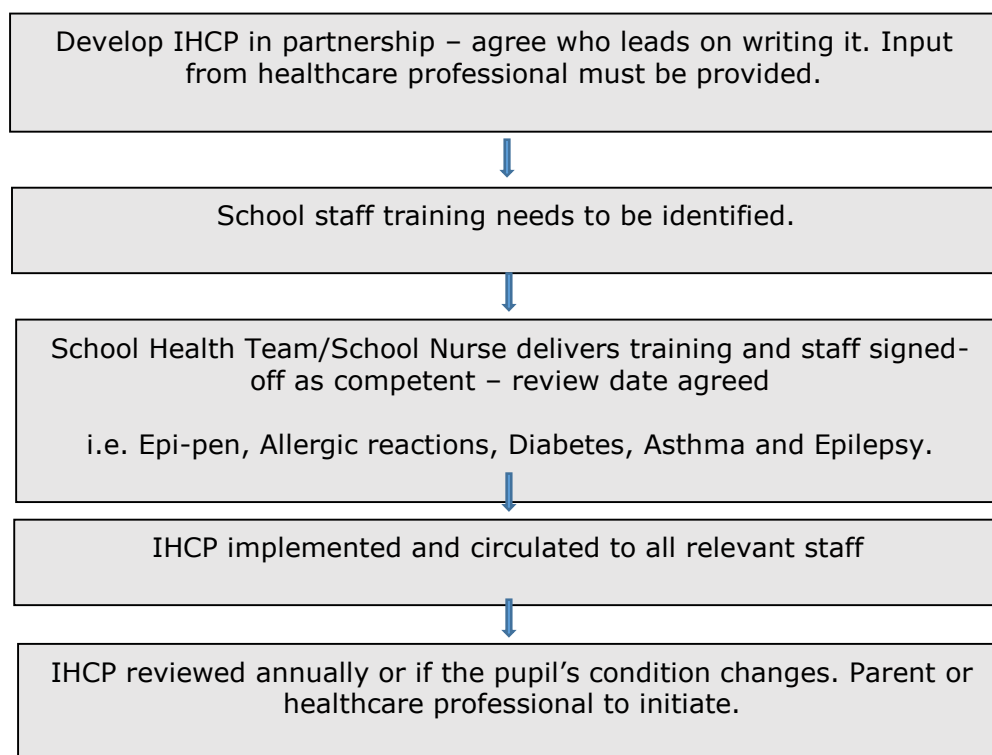
- The Headteacher, senior member of staff or Head of Year co-ordinates a meeting between the school, healthcare professional and parent to discuss the medical support needs of the pupil.
- Pupils should be involved when possible.
- The meeting should ascertain whether an IHCP is appropriate, as not all children will require one.
- All parties should agree, based on the evidence, as to whether an IHCP would be suitable. However, the Headteacher is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
  - ~ whether there is a high risk that emergency intervention will be needed;
  - ~ whether the medical condition is long-term and/or complex ie. Diabetes, Epilepsy or Asthma
  - ~ whether the child is returning to school following a period of hospital education or alternative provision (including home tuition);
  - ~ whether medical conditions are likely to fluctuate.

**A member of the school staff should be identified as being the person who will provide support to the pupil.**

## Stage 2: Developing an IHCP

The purpose of an IHCP is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Once the decision has been made to create an IHCP the outlined process should be followed: See appendix [A] for the schools IHCP.



## **Emergency Process:**

As part of general risk management processes, Henley-in-Arden School has the following arrangements in place for dealing with emergencies situations:

- All pupils in the school should inform a teacher immediately if they think help is needed;
- The pupils IHCP will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil;
- When a pupil needs to be taken to hospital, staff will stay with the child until the parent arrives. If a child is taken to hospital by ambulance, staff will accompany the pupil;

All staff need to understand the local emergency services cover arrangements and ensure that the correct information is provided for navigation systems.



## Staff training and support:

Henley-in-Arden School will provide the following support to all staff involved in supporting pupils with medical needs:

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupils IHCP. Staff who already have some knowledge of the specific support needed by a child with a medical condition may not require extensive training.
- Staff who provide support to pupils with medical conditions will, when possible, be included in the meetings where this is discussed.
- The School Health Team/School Nurse will lead on identifying and agreeing with the school the type and level of training required. It will be the school's responsibility to arrange training and ensure that this remains up-to-date.
- The training will be sufficient to ensure all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the IHCP.
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

**Staff must not give prescription medicines or undertake health care procedures without appropriate training (including amendments to the IHCP). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.**

- The Healthcare Professional, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

## Pupil's role in managing their own medical needs:

Pupils may be competent to manage their own health needs and medicines. Henley-in-Arden School will discuss individual competencies with parents and ensure the IHCP reflects the pupil's competencies for managing their own medicines and procedures.

Competent pupils will be allowed to carry their own medicines and relevant devices, or will have access to their medicines from the School Office for self-medication quickly and easily, wherever possible. Pupils who can take their medicines themselves may require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.

If a pupil does refuse to take their own medicine, or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupils IHCP. The School Secretary will be responsible for

informing the pupil's parents, so that alternative options can be considered for future situations.

### **Record keeping and managing/storing of medicines:**

#### **Record Keeping:**

Written records of all medicines administered to individual children will be kept in the School Office detailing what, how and how much was administered, when and by whom. See appendix [B] for the school's record form of medicine administered to an individual child.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

Parents will be informed when their child has been unwell at school by a member of the Admin Team/First Aider.

#### **Managing medicines on school premises:**

In order to manage pupil's medical conditions effectively, Henley-in-Arden School will not prevent pupils from eating, drinking or taking breaks when required.

The following procedures will be followed to manage medicines on-site:

- A pupil under 16 should never be given prescribed or non-prescribed medicines without their parent's written consent. See appendix [C] for the schools parental agreement for administering medicine;
- Only prescribed medicines that are in-date, labelled and include instructions for administration, dosage and storage will be accepted by the school. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump;
- All medicines will be stored safely. Children must know where their medicines are kept, and be able to access them immediately. Where relevant, children should be made aware that the School Secretary holds the key to the storage facility;
- A pupil who has been prescribed a controlled drug may legally have it in their possession if competent to do so, but must not pass it to another child for use, as this is an offence. Henley-in-Arden School will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container in the School Office and only the Admin Team/First Aiders in the School Office will have access;
- Controlled drugs will be easily accessible in an emergency at all times; and
- No pupil will be given medicine containing aspirin unless prescribed by a doctor. Other medication, i.e. for pain relief will not be given without first checking the maximum dosages and when any previous doses were taken. **Parents will be informed by a member of the Admin Team/First Aider. No medicines will be administered unless a letter from parents has been received giving consent and the dosage required.**

## Storage/Disposal of Medicines:

Wherever possible, children will be allowed to carry their own medicines/relevant devices or will be able to access their medicines in the School Office for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on school trips. It is the responsibility of the School to return medicines that are no longer required, to the parent for safe disposal.

## **Off-site procedure:**

Henley-in-Arden School will assess what reasonable adjustments can be made to enable pupils with medical needs can participate fully and safely during off-site trips.

All staff members should be aware of how the pupils individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP states otherwise.

A risk assessment will be carried out by the Trip Leader prior to the off-site trip taking place to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

## **Unacceptable practice:**

Staff should use their discretion and judge each case on its merits with reference to the child's IHCP. However, it is not general acceptable practice to:

- Assume that every child with the same condition requires the same treatment;
- Prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary;
- If the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable.
- Send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified in their IHCP.
- Penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments;
- Ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Create barriers to pupils participating in any aspect of school life, including off-site school trips; or
- Require parents to attend school to administer medication or provide medical support to their child.

No parent should have to give up working because Henley-in-Arden School is failing to support their child's medical needs.

## **Insurance/Complaints procedure:**

### **Insurance/ Indemnity:**

The school provides the appropriate level of insurance to cover staff who are first aid trained providing support to pupils with medical conditions. The schools insurance arrangements are detailed within the EFA's RPA scheme and this is accessible from the Headteacher/School Business Manager.

The schools insurance policy covers liability relating to the administration of medication.

### **Complaints:**

Should parents or pupils be dissatisfied with the support Henley-in-Arden School has provided, the initial concern should be raised with the Headteacher. If the concern cannot be resolved with the school directly, a formal complaint can be made via the schools complaints procedure, which is accessible from the Headteacher/School Business Manager or the School Website.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after the above attempts at resolution have been exhausted.

### **Declaration:**

By signing this form you are acknowledging that you have read and understood the policy and procedures in place by the school to support pupils with medical conditions.

Print name .....

Signed .....

Date .....

*Please return this form to The School Secretary by no later than [DATE].*

## Appendices:

### Appendix A: Individual Healthcare Plan:

#### Individual Health Care Plan (IHCP)

School	
Pupil Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who Needs To Know About Pupils Condition & What constitutes and Emergency	
Action to Be Taken in Emergency and by whom	
Follow Up Care	
Family Contacts Names Telephone Numbers	
Clinic/Hospital Contacts Name Number	
GP Name Number	

Description of medical needs and signs and symptoms	
Daily Care Requirements	
Who is Responsible for Daily Care	
Transport Arrangements <i>If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles</i>	
School Trip Support/Activities Outside School Hours  (e.g. risk assessments, who is responsible in an emergency)	
Form Distributed To	

Date \_\_\_\_\_

Review date \_\_\_\_\_

This will be reviewed at least annually or earlier if the child's needs change

*[Arrangements that will be made in relation to the child travelling to and from School. If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles]*

---



---



---



Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			
Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			
Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			
Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			



Staff initials			
Observations/comments			

**Appendix C: Parental agreement for school to administer medicine.**

**Parental agreement for Henley in Arden School to administer medicine**

(One form to be completed for each medicine)

The school will not give your child medicine unless you complete and sign this form.

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

**Medicine: To be in original container with label as dispensed by the pharmacy**

Name/type and strength of medicine \_\_\_\_\_  
*(as described on the container)*

Date commenced \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Dosage and method \_\_\_\_\_

Time to be given \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that the School should know about? \_\_\_\_\_

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Carer Contact Details:**

Name \_\_\_\_\_

Daytime telephone no. \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I understand that I must deliver the medicine safely to the School Office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to **appropriately trained** 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.

Parent's signature

---

Print Name

---

Date

---

Email from **Tony Pickstock MCIPS** To **Andrea Gardener**

Schools Commercial Team  
Piccadilly Gate, Store Street  
Manchester, M1 2WD

**Tel:** 01616001636

**Mob:** 07867469652

**Web:** [www.gov.uk/df](http://www.gov.uk/df)

**Twitter:** [@educationgovuk](https://twitter.com/educationgovuk)

**Facebook:** [www.facebook.com/educationgovuk](https://www.facebook.com/educationgovuk)



FW Children with  
medical conditions ;