



**Ashford Park Primary School**  
'Inspiring a love for lifelong learning'

# Supporting Pupils with Medical Conditions Policy

<b>Status of Policy</b>	<b>Date</b>
Policy written / reviewed	June 2021
Agreed by staff	N/A
Review	June 2022

## **Introduction**

Ashford Park Primary School endeavours to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

## **Definitions for the purpose of this policy**

'**Parent(s)**' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

'**Medical condition**' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*

'**Medication**' is defined as any prescribed or over the counter treatment.

'**Prescription medication**' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

'**staff member**' is defined as any member of staff employed at Ashford Park Primary School.

**IHP** – Individual Healthcare Plan

## **Key roles and responsibilities**

### **a) The Local Authority (LA) is responsible for:**

- 1) Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- 2) Providing support, advice /guidance and training to schools and their staff to support pupils with medical conditions.
- 3) Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

### **b) The Governing Body of Ashford Park Primary School is responsible for:**

- 1) Ensuring arrangements are in place to support pupils with medical conditions.
- 2) Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- 3) Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions.

- 7) Ensuring written records are kept of, any and all, medicines administered to pupils.
- 8) Ensuring the policy sets out procedures in place for emergency situations.
- 9) Ensuring the level of insurance in place reflects the level of risk.
- 10) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**c) The Headteacher is responsible for:**

- 1) Making staff aware of this policy and facilitating the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy.
- 2) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Health Care Plans in normal, contingency and emergency situations.
- 3) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 4) Ensuring confidentiality and data protection.
- 5) Assigning appropriate accommodation for medical treatment/care.

**d) The Inclusion Lead, SENCo, Acorn Centre Manager and Pupil Welfare Administrator are responsible for:**

- 1) Liaising with healthcare professionals regarding the medical conditions of pupils.
- 2) Identifying staff who need to be aware of a child's medical condition and sharing information accordingly.
- 3) Contributing to Individual Healthcare Plans in consultation with medical professionals and parents.
- 4) Liaising with healthcare professionals to arrange staff training.
- 5) Ensuring medicines are stored in a secure place but this is easily accessible for staff wishing to access the medication urgently.
- 6) Ensuring that parental permission is sought in writing before administering any medication and that records are kept of when medicines are taken by pupils.
- 7) Attending monthly Care Committee meetings.
- 8) Sending home IHP annually for parental review/update.
- 9) Recording dosages and times of medication given to children.
- 10) Sharing information about the school defibrillator and how it should be used.

**d) Staff members are responsible for:**

- 1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- 2) Knowing where controlled drugs are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons.
- 4) Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.

**e) School nurses/Health Care professionals are responsible for:**

- 1) Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- 2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- 3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.

4) Liaising locally with lead clinicians on appropriate support. Assisting the SENCO/Welfare Officer in identifying training needs and providers of training.

**f) Parents and carers are responsible for:**

- 1) Keeping the school informed about any new medical condition or changes to their child/children's health.
- 2) Participating in the development and reviews of their child's IHP.
- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**g) Pupils are responsible for:**

- 1) Providing information on how their medical condition affects them.
- 2) Contributing to their IHP.
- 3) Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents. (e.g pupils in Yr 5/6 with asthma to look after their own inhalers.)

**Training of staff**

- a) Newly appointed teachers and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- b) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition.
- c) School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

**Medical conditions register /list**

- a) Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- b) A medical conditions list or register should be kept, updated and reviewed regularly by the SENCO/Welfare Officer. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- d) For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

**Individual Healthcare Plans (IHPs)**

- a) Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with health care professionals, the pupil, parents/carers and Pupil Welfare Assistant or Special Educational Needs Coordinator.
- b) IHPs will be easily accessible to all relevant staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter.
- c) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

## **Medicines**

- a) Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- b) No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- c) 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.
- d) A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- e) Medications will be stored in a locked cupboard by the school office.
- f) Any medications left over at the end of the course will be returned to the child's parents.
- g) Written records will be kept of any medication administered to children.
- h) Pupils will never be prevented from accessing their medication.
- i) Emergency salbutamol inhaler kits and emergency epi pens may be kept voluntarily by the school
- j) Ashford Park Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- k) If the pupil refuses to comply with their health procedure, staff will not force a pupil to comply. Parents will be contacted to inform them.

## **Emergencies (also refer to policy 'Guidance for dealing with first aid and medical emergencies in school')**

- a) Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- b) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- c) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **Day trips, residential visits and sporting activities**

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation will take place with parents and where appropriate healthcare professionals to ensure the pupil's needs are met.

## **Avoiding unacceptable practice**

*Each case will be judged individually but in general the following is not considered acceptable.*

The following behaviour is unacceptable in Ashford Park Primary School:

- a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.

- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school
- e) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- f) Creating barriers to children participating in school life, including school trips.
- g) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

- a) Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance.
- b) 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 Headteacher.

### **Complaints**

- a) All complaints should be raised with the school in the first instance.
- b) The details of how to make a formal complaint can be found in the School Complaints Policy on the website.

Appendices

Pupil Medication Form