

**BURTON
BOROUGH
SCHOOL**

Supporting Students with Medical Needs Policy

Policy Reviewer	Sue Wycherley & Karen Parkinson	Date of Review	January 2022
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Statement of Intent:

Burton Borough School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At Burton Borough we are proud to be an inclusive Community Comprehensive School that provides an education that meets the needs of every student in Newport and our surrounding area. We aim to provide an educational experience in which the individual student is at the heart of all we strive for through care, challenge and mutual respect. Burton Borough School actively promotes British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, race, gender, ages and disability.

What matters most is that all students experience success and achieve great things; making excellent academic progress and becoming tolerant, respectful young people who contribute as citizens in their communities. We want every student to become a fulfilled, happy young person, proud to be at Burton Borough School.

Krissi Carter
Principal

1. Key roles and responsibilities
 - 1.1. The Local Authority (LA) is responsible for:
 - 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
 - 1.1.2. Providing support, advice and guidance to schools and their staff.
 - 1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
2. The Governing Body is responsible for:
 - 2.1.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Burton Borough School.
 - 2.1.2. Ensuring that the Supporting Pupils 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.
 - 2.1.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
 - 2.1.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life to the extent their condition allows.
 - 2.1.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
 - 2.1.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
 - 2.1.7. Keeping written records of any and all medicines administered to individual pupils and across the school population.
 - 2.1.8. Ensuring the level of insurance in place reflects the level of risk.
3. The Principal is responsible for:
 - 3.1.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Burton Borough School.
 - 3.1.2. Ensuring the policy is delivered effectively with partner agencies.
 - 3.1.3. Making staff aware of this policy.

- 3.1.4. Liaising with healthcare professionals regarding the training required for staff.
 - 3.1.5. Making staff who need to know aware of a child's medical condition.
 - 3.1.6. Developing Individual Healthcare Plans (IHCPs).
 - 3.1.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
 - 3.1.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
 - 3.1.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
 - 3.1.10. Contacting the school nursing service in the case of any child who has a medical condition.
- 3.2. Staff members are responsible for:
- 3.2.1. Taking appropriate steps to support children with medical conditions.
 - 3.2.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
 - 3.2.3. Administering medication, if they have agreed to undertake that responsibility.
 - 3.2.4. Keeping written records of any and all medicines administered to individual pupils and across the school population.
 - 3.2.5. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
 - 3.2.6. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
 - 3.2.7. No staff member is currently responsible for administering injections, but training will take place if this should become necessary.
 - 3.2.8. School nurses are responsible for:
 - 3.2.9. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
 - 3.2.10. Liaising locally with lead clinicians on appropriate support.
 - 3.2.11. First aid staff complete IHCPs and share information with the relevant small school

3.3. Parents and carers are responsible for:

- 3.3.1. Keeping the school informed about any changes to their child/children's health.
- 3.3.2. Completing a parental agreement/care plan for school to administer medicine form before bringing medication into school.
- 3.3.3. Providing the school with the medication their child requires and keeping it up to date.
- 3.3.4. Collecting any leftover medicine at the end of the course or year.
- 3.3.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 3.3.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Principal, other staff members and healthcare professionals.

4. Definitions

- 4.1.1. "Medication" is defined as any prescribed or over the counter medicine.
- 4.1.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 4.1.3. A "staff member" is defined as any member of staff employed at Burton Borough School, including teachers.

5. Training of staff

- 5.1.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 5.1.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 5.1.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training:
 - Medical Needs Training
 - Epi-Pen Training
 - Asthma Inhaler Training
 - Full and Emergency First Aid Training
 - Defibrillator Training
 - Wheelchair Training

- 5.2. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 5.3. No staff member may administer drugs by injection unless they have received training in this responsibility
- 5.4. The HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

6. The role of the child

- 6.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 6.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location. This is the First Aid Office.
- 6.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 6.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

7. Individual Healthcare Plans (IHCPs)

- 7.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Principal, Special Educational Needs Coordinator (SENCO), Head of Small School and medical professionals.
- 7.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 7.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 7.4. 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.
- 7.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

8. Medicines

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

- 8.2. 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 a school to administer medicine form.
- 8.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 8.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 8.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 8.6. 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.
- 8.7. A maximum of four weeks supply of the medication may be provided to the school at one time, unless otherwise agreed.
- 8.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Behaviour Policy
- 8.9. Medications will be stored in the First Aid Office in an approved medication storage lockable cabinet.
- 8.10. Any medications left over at the end of the course will be returned to the child's parents.
- 8.11. Written records will be kept of any medication administered to children.
- 8.12. Pupils will never be prevented from accessing their medication.
- 8.13. Burton Borough School cannot be held responsible for side effects that occur when medication is taken correctly.

9. Emergencies

- 9.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 9.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency?
- 9.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

- 9.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

10. Avoiding unacceptable practice

- 10.1. Burton Borough School understands that the following behaviour is unacceptable:

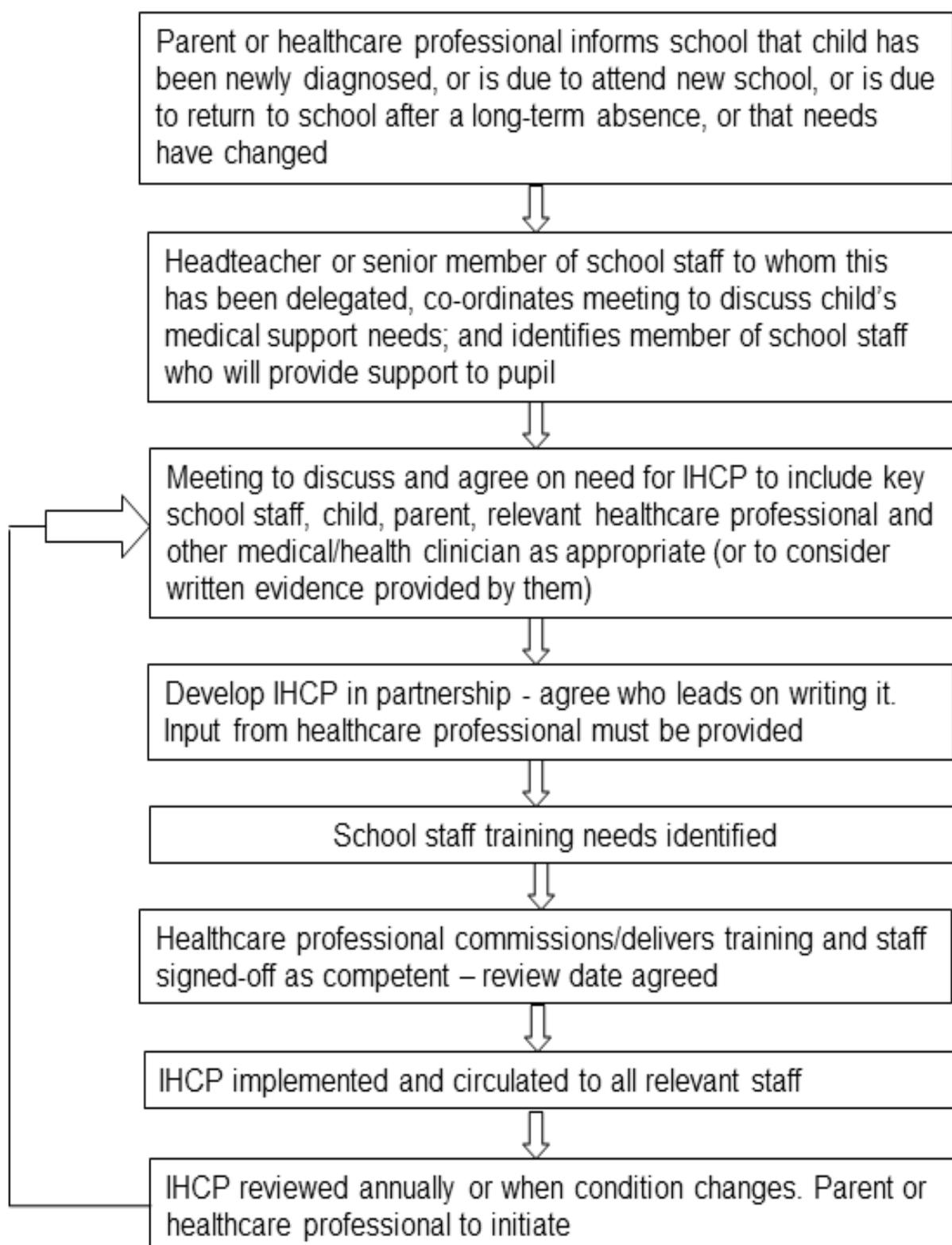
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the First Aid Office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- 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.

11. Insurance

- 11.1. Staff who undertake responsibilities within this policy are covered by the school's insurance.
- 11.2. Our employer's liability insurance is provided by Telford & Wrekin Council and reviewed annually by them on our behalf as a Community School.
- 11.3. 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 Business Manager.

12. Complaints

The details of how to make a complaint can be found in the Concerns & Complaints Policy which is available on the school's website





**BURTON
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Individual Health Care Plan

Child's name	
Tutor group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact Information	
Name	
Phone no. (work)	
(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone No.	
Name	
Phone No:	
Name	
Phone No:	
G.P.	
Name	
Phone no.	

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

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

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

PEEP Required

Parent/Guardian

Signature:.....Date:.....

Appendix 3 - Parental agreement for a school to administer medicine template

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Template B:



Form MED1
School:
Address:

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICATION

DETAILS OF PUPIL (Capitals please)					
Name		M/F	Date of Birth	/ /	class/ form:
Condition or illness (eg Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc):					
DOCTOR'S DETAILS					
Doctor's Name		Medical Practice		Telephone Number	
MEDICATION AND ADMINISTRATION					
Name of medication (give full details given on the container label issued by the pharmacist)					
Type of Medication (eg tablets, mixture, inhaler, Epipen, other (please specify))					
Date Dispensed:		Dosage and method:			
Times to be Taken in School:		Is precise timing critical? Yes/ No			
Time of last dosage?					
For how long will your child need to take this medication?					
For medication that need not be administered at pre-set times please indicate when it should be given: (eg before exercise, onset of asthma attack, onset of migraine etc)					
The medication needs to be administered by a member of staff				Yes	No
My child is capable of administering the medication him/herself under the supervision of a member of staff				Yes	No
I would like my child to keep his/her medication on him/ her for use as necessary				Yes	No
The medication needs to be readily accessible in case of emergency				Yes	No
ADDITIONAL INFORMATION					
Precautions or Side Effects:					
What to do in an emergency:					

(Please read the notes on the reverse of this form carefully If you are in doubt about how the medicine is to be given you must seek the advice of your child's doctor before completing this form.)

The doctor named above has advised that it is necessary for my child to receive his/her medication during school time. I understand that teachers have no *obligation* to give or supervise the administration of medicines at school. However, I request that the medication named above be administered by/taken under supervision of a member staff, who may not have had any first aid or medical training. The school, the Headteacher and staff accept no responsibility for any injury, death or damage suffered by a pupil as a result of the administration of medicine mentioned in this form, other than any injury, death or damage which arises because the school or any members of its staff have been negligent I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Signed: Parent/Carer.....

Date:.....

NOTES

1. The school will consider each request on its merits. Where it is practicable the school may well prefer parents to come into school at appropriate times to administer the medicine themselves or make arrangements at break or lunchtime for the pupil to go home to receive the medication.
2. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interests of the school. For example where timings of administration are critical and crucial to the health of the pupil and cannot be guaranteed; where specific technical or medical knowledge and/or training is required or where administration would make unacceptable intimate contact with the pupil necessary.
3. The school will not agree to administer any medication in school without a written request using this form, having first been made.
4. The school will not agree to administer any medication in school that is not essential to be administered during the course of the school day. (If it is acceptable for doses to be given before and after school the school should not be being asked to administer during the school day).
5. All requests will need to be discussed fully with the head teacher or other authorised member of staff before any medicines are sent into school.
6. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the pupil. Any non-prescribed medicine bought by the family should be in the original container bearing the manufacturer's instruction/guidelines. The school may refuse to administer any medicines supplied in inappropriate containers.
7. For pupils on long-term medication the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.
8. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.
9. Parents are responsible for notifying the school immediately the doctor has stopped the medication.
10. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.
11. A record will be kept by the school of all medicines administered and when in respect of each pupil for whom it has agreed to administer medicines.
12. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctors note to support/confirm the information given on the request form.
13. You may find it necessary to seek your Doctor's help in completing this form.

Appendix 4 - Record of medicine administered to an individual child template

Burton Borough School record of medicine administered to an individual child

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			

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

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

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

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

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

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

Appendix 5 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01952 386500**
- Your name.
- Your location as follows: **Burton Borough School, Audley Avenue, Newport, Shropshire, TF10 7DS.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development



Burton Borough School
Audley Avenue, Newark, Nottinghamshire TN10 7DS
Tel: 01753 386500 Email: burton.borough@btow.org.uk
Web: www.burtonborough.org.uk Twitter: @BurtonBorough
Principal: Errol Carter A70L, B16x (Hons), ACat, PSMU, PML, POC1

bate

Dear Parent,

Re: Developing an Individual Healthcare Plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided.

Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in ~~the majority of~~ cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [xx/xx/xx]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include [add details of team]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or add name of other staff lead] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Miss Carter
Principal

