



Lancaster
High School

Ambition • Kindness • Service

Supporting Pupils with Medical Conditions Policy

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Supporting Pupils with Medical Conditions Policy

Rationale

The Children and Families Act 2014 (Section 100) places a duty upon Lancaster High School to make arrangements for supporting pupils at school with their medical conditions in line with the statutory guidance issued. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Lancaster High School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. The School must comply with other relevant duties, such as for disabled children or for children with an Education Health and Care Plan (see also Special Educational Needs Code of Practice and SEND Policy).

All staff are to be aware of and follow pupils' Individual Healthcare Plans (IHCP), particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal school hours or off the school site. This could extend to a need to administer medication or call for help from the emergency services. In the absence of a healthcare plan, the school's standard emergency procedure will be followed.

Aims

Lancaster High School aims to:

- welcome and support pupils with medical conditions and make arrangements for them based on good practice
- assist parents in providing medical care for their children in school by developing healthcare plans
- educate staff and children in respect of providing support to children with medical conditions
- arrange suitable training for staff, as required, to support pupils with medical conditions.
- liaise, as necessary, with parents and medical services in support of the individual pupil
- provide emergency support to children in line with their IHCP
- ensure that all children with medical conditions participate in all aspects of school life
- monitor and keep appropriate records.

Definitions of Medical Conditions

Pupils' medical conditions may be summarised as being of two types:

- Short-term affecting their participation in school activities while they are on a course of medication (requiring a Medical Information Consent Form)
- Long-term potentially limiting their access to education and requiring extra care and support (requiring an IHCP).

Other definitions

“Prescription medication” is defined as any drug or device prescribed by a doctor.

“Controlled drugs” are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.

Roles and Responsibilities

The Local Governing Body

- ensure arrangements are made to support pupils with medical conditions in school; including making sure that this policy is fully implemented.

The Headteacher

- ensure that school's policy is developed and implemented with all stakeholders.
- ensure that all staff are aware of the policy and understand their role in its implementation
- ensure that all appropriate staff are aware of a pupil's condition
- ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations
- ensure that school staff are appropriately insured to support pupils
- devolve responsibility for implementation of the policy to the SENCO
- ensure that all educational visits are appropriately risk assessed and that the medical needs of pupils participating have been identified and provision is in place
- take responsibility for ensuring individual healthcare plans are devised in partnership with the school nurse, parents and, where appropriate, pupils
- consult the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's medical condition on their schoolwork is properly considered.

School Staff

- be prepared to be asked to support pupils with medical conditions, including administering medicines
- engage with training to achieve the necessary level of competency before taking responsibility to support pupils with medical conditions
- know what to do and respond accordingly when aware that a pupil with a medical condition needs help
- be aware of the potential for pupils with medical conditions to have special educational needs/ disabilities (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies should be referred to the relevant Progress Leader or the SENCO as appropriate

- will be conscious that pupils with medical conditions may be more at risk of bullying and isolation at school
- will be mindful of the sensitivities around pupil's conditions, and respect this confidentiality, except where it would endanger the pupil.

The School Nurse

- consult with medical professionals, parents and pupils when developing IHCPs for pupils with particular conditions as required
- if required, support with the update and review the IHCPs
- provide staff training and advice as requested by the school
- as required, meet with pupils who have an IHCP to review their condition and follow up with healthcare professionals/parents/the school as necessary.

Nominated Medical Lead

- ensure medicines are kept securely with clear access.
- log medical emergencies
- log medicines administered
- correspond with Progress Leaders, pupils, parents and, where appropriate, the School Nurse, to review plans as required
- liaise with other healthcare professionals, including GPs and paediatricians
- when required, notify the School Nurse when a child has been identified as having a medical condition that will require school support
- provide advice on developing Individual Healthcare Plans and support pupils with particular conditions
- dispose of any out of date medication in line with medical guidance

Parents

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information. Parents and carers are responsible for:

- providing the Academy with sufficient and up-to-date information about their child's medical needs
- where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Welfare lead or equivalent, other staff members and healthcare professionals
- completing a parental agreement for school to administer medicine form before bringing medication into school
- providing the school with the medication their child requires and keeping it up to date
- discussing medications with their child/children prior to requesting that a staff member administers the medication
- where possible, arranging for medication to be taken outside of the school day.

Pupils

Pupils are to provide information and be part of discussions about their medical support needs.

Children will be encouraged to take responsibility for managing their own medicines and procedures. Where possible pupils will be allowed to carry their own medicines and devices in agreement with their parents. If 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 relevant member of staff.

Procedures and Processes

Individual Healthcare Plans (IHCPs)

- the Individual Healthcare Plan records important details about individual pupil's medical needs at school, their triggers, signs, symptoms, medication and other treatment.
- an Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:
 - at the start of the school year
 - at admission (if this is not the start of the school year)
 - when a diagnosis is first communicated to the school.
- Parents, healthcare professionals and pupils with a medical condition are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return the completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs. A copy is sent to parents.

School Healthcare Plan Register

- individual Healthcare Plans are used to create a centralised register of pupils with medical needs and are kept on the school's Central Record File (CRF), and also attached as a linked document in SIMS
- parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change
- every pupil with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year
- all staff have access to the Individual Healthcare Plans of pupils in their care
- all staff are responsible for the protection of pupil confidentiality
- before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement, permission is sought from parents
- risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency
- parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the pupil's current medical condition and how it is to be managed whilst away.
- staff on educational visits and out-of-school hours activities are fully briefed on pupils' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.
- for all residential visits, a member of staff is appointed as the designated first aider and the appropriate first aid equipment will be taken on the trip.

Staff Training and Support

- all Staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with training to support a pupil with medical needs:
 - through access to Individual Healthcare Plans
 - via refresher updates from healthcare professionals
- additionally, the school's First Aiders are appropriately trained and can provide advice and guidance to staff, parents and pupils
- in an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- action for staff to take in an emergency for the common serious conditions at this school is available on SIMS, attached to the relevant pupil's record
- if a pupil needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the pupil's Individual Healthcare Plan will be sent to the emergency care setting with the pupil along with their emergency treatment authorisation.

Managing Medicines on School Premises

Administration of Emergency Medication

- all pupils have easy access to their emergency medication in the nominated medical lead's office, which is secured in a locked cabinet or locked fridge if required
- all pupils are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits
- all use of medication defined as a controlled drug, even if the pupil can administer the medication him/herself, is done under the supervision of staff
- there is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed and non-prescribed medication to pupils under the age of 16 with the written consent of the pupil's parent
- training is given to all staff members who agree to administer medication to pupils, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity
- all school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation
- if a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.
- if a pupil at this school refuses their medication, staff will record this, follow procedures and parents/ carers will be informed as soon as possible
- off-site visits are fully risk assessed and staff are made aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- if a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Storage of Medication at School

Emergency Medication

- some pupils at this school carry, and securely keep, their own medication, for example an inhaler. They are reminded to ensure that their emergency medication is with them at all times. Back-up medication is available in nominated medical lead's office
- where a pupil is not yet able to self-manage and carry his/her own emergency medication, he/she knows where to access the emergency medication.

Non-Emergency Medication

- all non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it
- staff ensure that medication is only accessible to those for whom it is prescribed.

General

- the nominated medical lead ensures the correct storage of medication at school
- all controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if pupils normally administer the medication themselves
- three times a year the nominated medical lead checks and logs the expiry dates for all medication stored at school
- all emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the pupil's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that pupils carry themselves
- all refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in nominated medical lead's office
- it is the parents' responsibility to ensure new and in date medication comes into school as required
- an accurate record of each occasion an individual pupil is given or supervised taking medication is kept. Details of the supervising staff member, pupil, dose, date and time are recorded.

Safe Disposal

- school will dispose of out of date medication once parents have been informed.
- sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case- by-case basis. If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

Unacceptable Practice

Lancaster High School will fully support pupils with medical conditions and understands that the following list would constitute unacceptable practice:

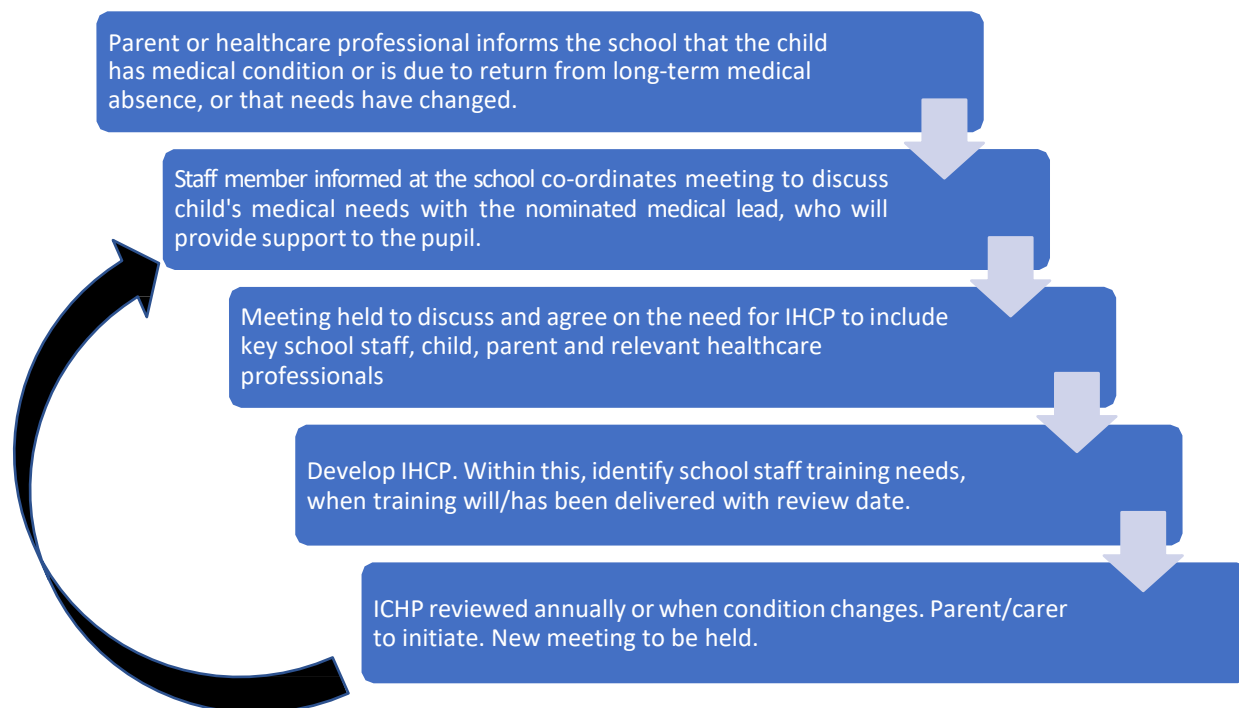
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)

- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition for example 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 child, including with toileting issues
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

- should parents / pupils /stakeholders be dissatisfied with the support provided, they should discuss their concerns directly with school. In the first instance, the concern should be raised with the Head of Year. If the matter is not resolved satisfactorily then a discussion with the SENCo and then the Headteacher.
- if, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (see Complaints Policy).

Appendix 1 – Individual Healthcare Plan Implementation Procedure



Appendix 2 - Contacting Emergency Services

Remain Calm

Dial 999, ask for an ambulance and be ready with the following information:
Speak clearly and slowly and be ready to repeat information if asked

1. The school telephone number 01524 32636
2. Give your location as follows: Lancaster High School, Crag Road, LA1 3LS
3. Give exact location in the school of the person needing help.
4. Give your name.
5. Give the name of the person needing help.
6. Give a brief description of the person's symptoms (and any known medical condition).
7. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
8. Don't hang up until the information has been repeated back to you.
9. Record this information on the Emergency Services call log

Appendix 3:

Individual Healthcare Plan



Lancaster
High School

Name of school/setting	Lancaster High School
Child's name	
Form Group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

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, , administered by/self-administered with/without supervision
contra-indications

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

Appendix 4 –

Parental agreement to administer medicine

Staff at Lancaster High School will not give your child medicine unless you complete and sign this form.



Lancaster
High School

Date for review to be initiated by	
Name of school	Lancaster High School
Name of child	
Date of birth	
Form Group / House Tutor	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
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

Parent / Carer Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the staff at Lancaster High School administering medicine in accordance with the school's 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

Appendix 5 –

Record of medicine administered to an individual child



Lancaster
High School

Name of school	Lancaster High School
Name of child	
Date medicine provided by parent	
Form Group / House Tutor	
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			
Number of tablets			

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

Appendix 7 – Model letter inviting parents to contribute to IHCP development

Dear Parent/Carer

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 xxx.

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 by email [insert e-mail address] or to speak by phone if this would be helpful.

Yours sincerely,