



## Supporting Students with Medical Conditions Policy

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**Document Control**

Date effective from	1 <sup>st</sup> September 2024
Date of next review	1 <sup>st</sup> September 2025
Review period	12 months
Status	Statutory
Owner	Central Lancaster High School
Version	1.0

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# Supporting Students with Medical Conditions Policy

## CENTRAL LANCASTER HIGH SCHOOL

### Rationale

The Children and Families Act 2014 (Section 100) places a duty upon Central 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.

Central 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 a statement of special educational needs (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

Central 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 by developing healthcare plans on notification of their child's medical condition.
- 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 individual healthcare plans.
- 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 Individual Healthcare Plan).

### 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 Governing Body

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

### The Acting 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 student'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 students.
- Devolve responsibility for implementation of the policy to the Deputy Headteacher for Behaviour.
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.
- Year Leaders
- Take responsibility for ensuring individual healthcare plans are devised in partnership with the school nurse, parents and, where appropriate, students.
- Consult the student, parents and the student's healthcare professional to ensure the effect of the student's medical condition on their schoolwork is properly considered.

### School Staff

- Be prepared to be asked to support students with medical conditions, including administering medicines.
- Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.
- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies should be referred to the relevant Year Leader or the SENCO as appropriate.

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

### **The School Nurse**

- Consult with medical professionals, parents and students when developing IHPs for students with particular conditions.
- Update and review the IHPs as required (at least annually).
- Provide staff training and advice as requested by the school
- Regularly meet with students who have an IHP to review their condition and follow up with healthcare professionals/parents/the school as necessary

### **School First Aiders**

- Ensure medicines are kept securely with clear access.
- Log medical emergencies.
- Log medicines administered.
- Correspond with Year Leaders, students, parents and, where appropriate, the School Nurse, to review plans as required.
- Other healthcare professionals, including GPs and paediatricians
- 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 schools with particular conditions.

### **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.
- Collecting any leftover medicine at the end of the course or when they have expired. Epipens have a short expiration 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

### **Students**

Students 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 students 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 students 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 student'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 students 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 students with a medical condition are asked to fill out the student'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 students 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 students 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 student 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 students in their care.
- All staff are responsible for the protection of student confidentiality.
- Before sharing any medical information with any other party, such as when a student 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 students 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 student'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 students' 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 student with medical needs:
  - Through access to Individual Healthcare Plans
  - Via annual refresher updates from healthcare professionals
- Additionally, the school's First Aiders are appropriately trained and can provide advice and guidance to staff, parents and students.
- 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 student's record.
- If a student 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 student's Individual Healthcare Plan will be sent to the emergency care setting with the student along with their emergency treatment authorisation.

## **Managing Medicines on School Premises**

### **Administration of Emergency Medication**

- All students have easy access to their emergency medication in the reception area, which is secured in a locked cabinet or locked fridge if more appropriate.
- All students 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 students 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 student 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 students under the age of 16 with the written consent of the student's parent.
- Training is given to all staff members who agree to administer medication to students, 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 student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- Off-site visits are fully risk assessed and staff are made aware of any students 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 student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.



## **Storage of Medication at School**

### **Emergency Medication**

- Most students at this school carry, and securely keep, their own medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up medication is available in reception area.
- Where a student 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. Students 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 First Aiders ensure 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 students normally administer the medication themselves.
- Three times a year the first aiders check and log 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 student'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 students 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 reception.
- All medication is sent home with students at the end of the school year. Medication is not stored during the summer holidays.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, 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 student's parent.

### **Unacceptable Practice**

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

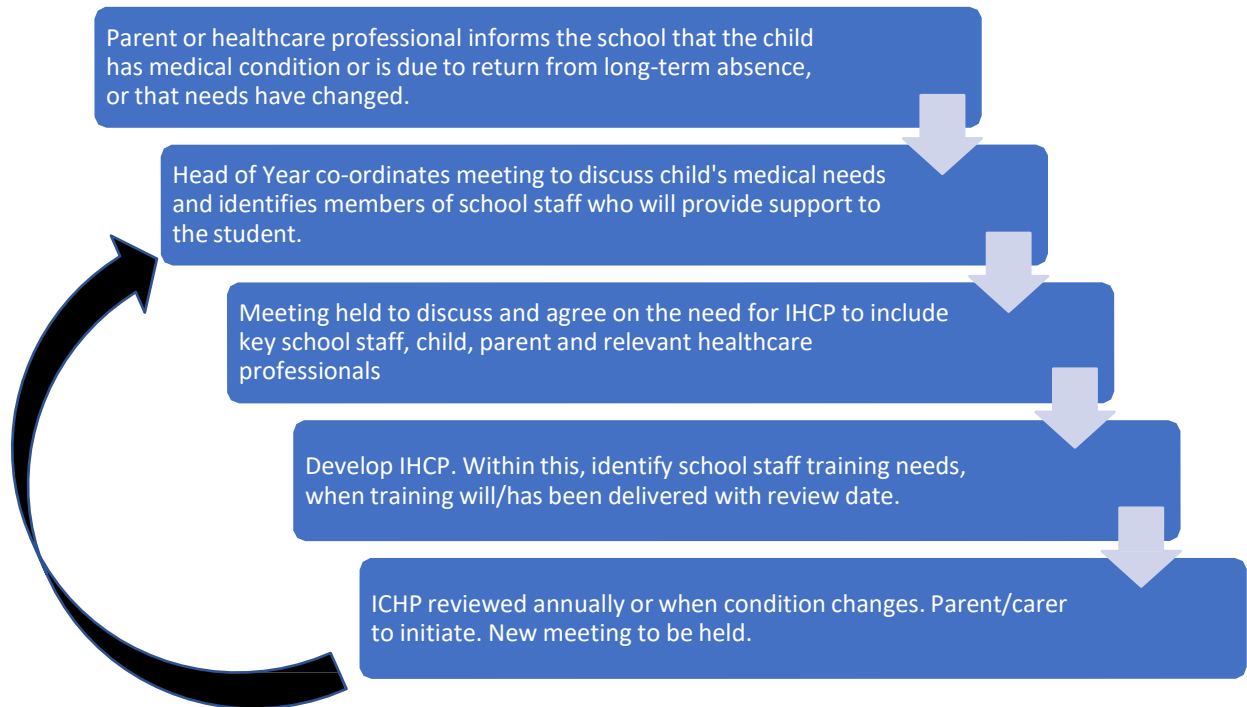
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although 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 e.g. 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 / students /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 Deputy Headteacher for Behaviour and then the Acting 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: Central 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.

## Appendix 3 – Individual Health Care Plans (IHCP)

Child's Name			
Date of Birth		Tutor Group	
Child's Address			
Medical Diagnosis or Condition			
Date		Review Date	
Family Contact Information			
Name		Relationship to Child	
Phone No. (Work)		Phone No. (Home)	
Phone No. (Mobile)			
Name (Alternate)		Relationship to Child	
Phone No. (Work)		Phone No. (Home)	
Phone No. (Mobile)			
Clinic/Hospital Contact			
Name		Phone Number	
Hospital		Dept (if relevant)	
G.P.			
Name		Phone Number	
Surgery			
Who is responsible for providing support in school			
Name		Role	
Name		Role	
Name		Role	
Name		Role	

***Please complete details on other side of the form***

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, contraindications, administered by/self-administered with/without supervision.	
Signed Agreement for administration of medication Form completed <input type="checkbox"/>	
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 template

The school will not give your child medicine unless you complete and sign this form. Date for review to be initiated:

<b>Name of Child</b>			
<b>Date of Birth</b>		<b>Tutor Group</b>	
<b>Medical Condition or Illness</b>			

### Medicine

<b>Name/Type of Medicine (as described on the container)</b>					
<b>Expiry Date</b>					
<b>Dosage and Method</b>					
<b>Timing</b>					
<b>Special Precautions/Other Instructions</b>					
<b>Are there any side effects that the school/setting needs to know about?</b>					
<b>Parental Permission</b>		<b>Office Use Only</b>			
<b>Pupil to Self-administer</b>	<b>Yes / No *</b> Delete as appropriate	<b>Pupil to carry own medicine</b>	<b>Yes / No *</b> Delete as appropriate	<b>Approved by School: Initials:</b>	<b>Yes / No *</b> Delete as appropriate

Please complete details on other side of the form

Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Emergency Contact Information			
Name		Relationship to Child	
Phone No. (Work)		Phone No. (Home)	
Phone No. (Mobile)			
Name (Alternate)		Relationship to Child	
Phone No. (Work)		Phone No. (Home)	
Phone No. (Mobile)			

<p><b><i>To be completed where the administration of Asthma / Anaphylaxis Medication is requested by this form</i></b></p> <p><u>Emergency provision of salbutamol inhalers / adrenaline auto injectors (AAI)*</u></p> <p>In the event of my child displaying symptoms of asthma / anaphylaxis*, and if their inhaler / AAI is not available or is unusable, I consent for my child to receive treatment from an emergency inhaler / AAI* held by the Academy for such emergencies. (*delete as appropriate)</p> <p><input type="checkbox"/> Tick to consent</p>
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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.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix 5 – Log of medicines administered (to be held with medicines)**

Student Name: \_\_\_\_\_

Date/Time	Medication Administered	Dose	Expiry Date Checked	Staff Member Initials	Parent to be Notified (Y/N)	Parent Notified (Initials of Staff Member)

## Appendix 6 – 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 students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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,