

# Supporting Pupils with Medical Conditions Policy

**November 2023**

**Coleshill Heath School**  
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# COLESHILL HEATH SCHOOL

## Supporting Pupils with Medical Conditions Policy

### 1. Aims

Coleshill Heath School is an inclusive school and aims to provide all students with all medical conditions the same opportunities as others and achieve this by ensuring that:

- Students, staff and parents/carers understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

**The named person with responsibility for implementing this policy is Miss Caroline Budd (SENDCo).**

### 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on schools to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting students at school with medical conditions](#).

### 3. Roles and responsibilities

#### 3.1 The Governors

The Governors have ultimate responsibility to make arrangements to support students with medical conditions. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### 3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that the school is welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Take overall responsibility for the development of IHPs.
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date. This includes asking for information from parents/carers on enrolment forms. Termly sending home a medication letter and form and asking parents/carers to update this.

- Ensure that there are clear guidelines on the storage of medication. This includes emergency medication is readily available for students who require it at all times during the school day or at off-site activities. If the emergency medication needs to be locked up it is in the medical cabinet and the keys are kept in the office. All non-emergency medication is locked up in the medical cabinet. Students with medical conditions know where their medication is stored and how to access it if applicable. Only qualified First Aiders have access to and administer medication. All First Aid including medications are checked by the First Aiders at least three times per year. The First Aiders ensure that all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name of the medication, route of administration, dose and frequency and expiry date of the medication. If medication requires refrigeration it will be stored in an upright container and clearly labelled. At the end of the school year, out of date medication is taken to the local pharmacy for safe disposal. Sharp boxes are used for the disposal of needles and this is placed in the medical room on a shelf high enough for students not to be able to reach. If a sharps box is needed off site a named member of staff will take full responsibility of it.
- Clear guidance is in place about record keeping for students with medical conditions.
- Ensure that the medical conditions policy is supported by a clear communication plan for staff, parents/carers, students and other key stakeholders to ensure its full implementation. Staff are informed and regularly reminded about the medical conditions policy through staff meetings, staff briefing and the noticeboard in the staff room.
- Ensure that the whole school setting is inclusive and favourable to students with medical conditions, this includes the physical environment as well as social, sporting and educational activities.
- The school ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- That all staff act in a professional manner and treat students with respect if intimate care is given.

### **3.3 Staff**

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

If a student needs to be taken to hospital, a member of senior staff will always accompany them and stay with them until a parent/carer arrives. They will take with them a copy of the student's individual health care plan.

### **3.4 Parents/Carers**

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.
- Ensure the school has full emergency contact details for them.
- Ensure their child's medication and medication devices are labelled with their child's full name.
- Ensure their child has regular reviews about their condition with the relevant healthcare professional.

### **3.5 Children**

Children with medical conditions may be best able to provide information about how their condition affects them. Where appropriate, children should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are expected to comply with their IHPs.

### **3.6 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a child has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any children identified as having a medical condition.

### **3.7 First Aiders have an additional responsibility to:**

- Give immediate, appropriate help to casualties with injuries or illnesses and where necessary ensure that an ambulance is called.
- Ensure that they are adequately trained and their training is up to date.

### **3.8 SENDCo has the additional responsibility to:**

- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements.
- Ensure where a child has a special educational need identified in the EHCP that the IHP is linked to the EHCP.

## **4. Equal opportunities**

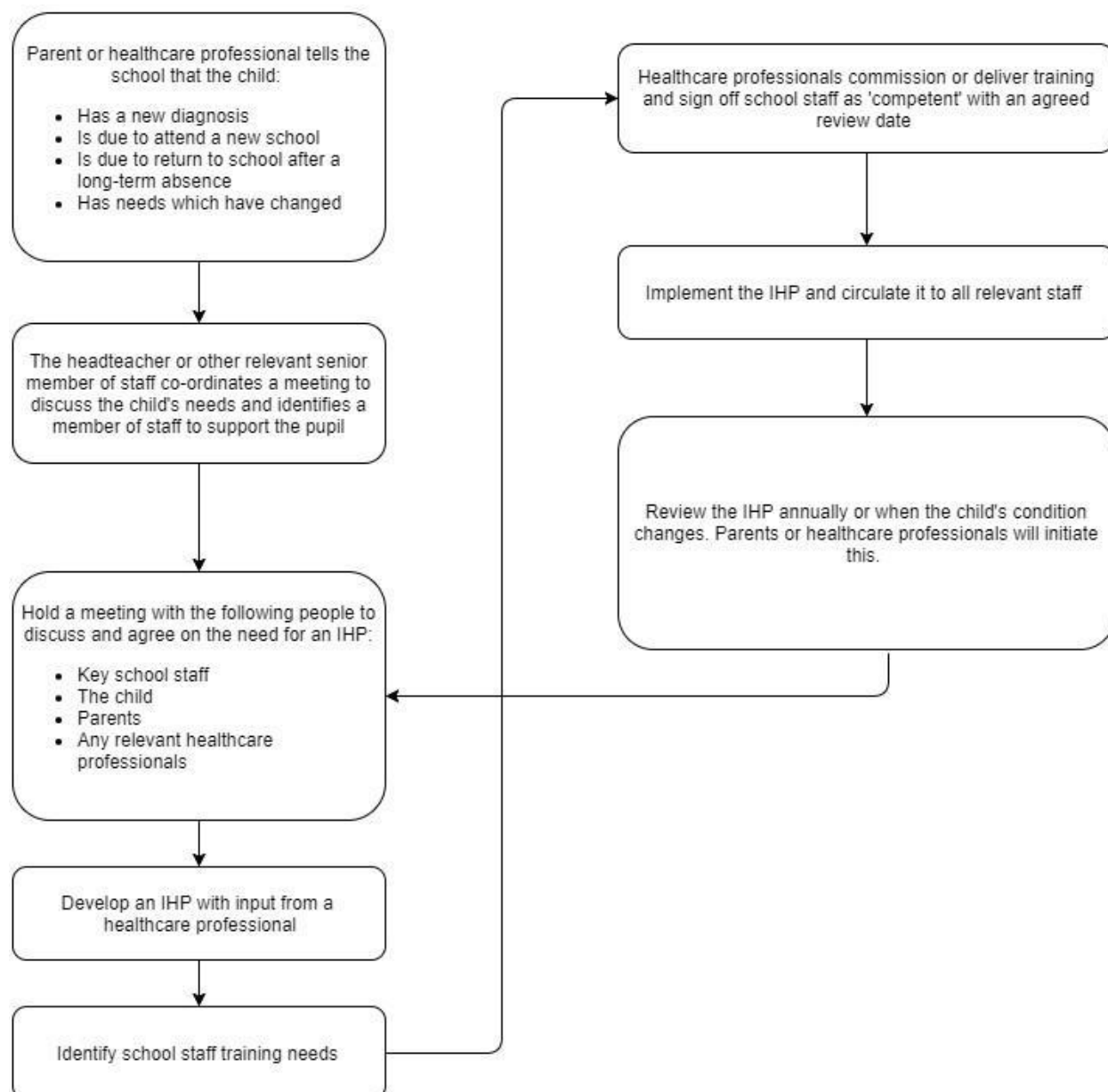
- Our school is clear about the need to actively support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.
- Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. In doing so, children, their parents/carers and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

When the school is notified that a child has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for children who are new to our school.

A record is kept of medicines administered and this is kept in the school office. This contains the parental agreement to administer medicine form and individual medicine administered forms.



## 6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to Miss Caroline Budd (SENDCo).

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the children's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all children with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carer when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carer and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the child's specific needs. The child will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a child has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Headteacher and SENDCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The child's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest breaks or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the student's condition and the support required.
- Arrangements for written permission from parents/carer and the Headteacher for medication to be administered by a member of staff, or self-administered by the child during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.

- Where confidentiality issues are raised by the parent/carer/student, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.
- These records are located on CPOMS and paper copies are in the staff room in the confidential area. **Epipens in classroom, school kitchen and school office with additional copies of care plans.** It is the responsibility of the SENDCo to ensure the register and details on the IHP's are accurate and updated. There will be a central copy of the IHP but where there is a need for multiple copies the SENDCo will be responsible for ensuring that all copies are identical and updated.

## 7. Managing medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents'/carers written consent.

Anyone giving a child any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carer will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled in the original packaging
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Children will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents/carer to arrange for safe disposal when no longer required. A record is kept in the school office of all medicines administered both prescribed and pain relief. Emergency inhalers are kept by the school.

### 7.1 Children managing their own needs

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carer and it will be reflected in their IHPs. Children will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a child to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carer so that an alternative option can be considered, if necessary.

### 7.2 Off-site or residential visits

Parents/carers are sent a visits or off-site residential form to be completed and returned to School. Parents/carers are asked to provide consent on their child's medication plan giving staff permission to administer medication as necessary. A copy of the IHP and equipment/medication must be taken on all off-site activities.

## **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All children's IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a child needs to be taken to hospital, staff will stay with the child until the parent/carer arrives, or accompany the child to hospital by ambulance.

## **9. Training**

Staff who are responsible for supporting children with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCo. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

A record of the content and attendance at training is kept by **Miss Caroline Budd, Deputy Headteacher and SENDCO.**

- New staff will have this as part of their induction process.

## **10. Record keeping**

The Headteacher will ensure that written records are kept of all medicine administered to children. Parents/carer will be informed if their child has been unwell at school or not taken medication. IHPs are kept in a readily accessible place which all staff are aware of.

## **11. Liability and indemnity Maintained Schools**

**11.1** Individual cover may need to be arranged for any healthcare procedures – advice will be sort from the Insurance and Risk Management Team. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.



**11.2** Staff who assist with administering medication to a child in accordance with the procedures detailed within this policy are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described here. The indemnity though will not be given in cases of fraud, dishonesty, or criminal offence. In the most unlikely event of any civil action for damages being taken against you, the Local Authority will accept responsibility in accordance with the indemnity. Any member of staff will be fully supported throughout the process should an allegation be made.

## **12. Complaints**

Parents/carers with a complaint about their child's medical condition should discuss these directly with the SENDCo in the first instance. If the SENDCo cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy was developed in conjunction with parents/carers, staff and governors and will be reviewed annually.

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| Policy Name:               | <b>SUPPORTING PUPILS WITH<br/>MEDICAL CONDITIONS</b> |
| Staff Responsible:         | Miss C Budd  |
| Governor Responsible:      | Mrs R Gathercole                                     |
| Date for Review:           | November 2024  |
| Signed Headteacher:        | Miss N Fowles  |
| Signed Chair of Governors: | Mrs M Fitter   |
| Date Approved:             | Full Governing Board: 28 <sup>th</sup> November 2023 |