



Devonshire Road Primary School

Supporting Pupils At School With Medical Conditions - Policy

Date of last review: November 2021 (Updated Appendices January 2024)

Date of next review: As required in accordance with changes to DfE

Other information: This policy replaces 'Managing Medicines In Schools And Early Years Settings' (2005). It refers to section 100 of The Children and Families Act (2014) and Equality Act (2010).

Policy statement

Devonshire Road Primary school is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with medical conditions with the same opportunities as others at school and are proactive to ensure that these children feel safe and happy at our school. Devonshire Road Primary School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Aims – Ensure that:

1. Governors, head teacher, staff and other professionals perform their statutory duties, regarding pupils with medical conditions.
2. Pupils with medical conditions play a full role in the life of the school and have full access to educational provision, including school trips and physical education. We endeavour that these pupils remain happy, healthy and achieve their potential.
3. School works collaboratively and in partnership with children, parents and carers, local authorities, health care professionals, social care and other agencies for the wellbeing of the child and that his/her needs are effectively supported.
4. Effective systems, plans (including Individual Health Plans, Education and Health Care Plans, Positive Handling) are developed, implemented and monitored, including appropriate record keeping. Devonshire Road Primary School understands that a child's needs may change over time and will ensure that these plans are adapted accordingly.
5. Controlled, prescription and non-prescription medications are stored and administered legally and appropriately.
6. All staff maintain confidentiality.

The Role of the Governing Body

The governing body will make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils

with medical conditions in school is developed and implemented. They will ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any members of school staff who provide support to pupils with medical conditions are appropriately trained, able to access information and other teaching support materials as needed.

The Role of the HeadTeacher

The head teacher will ensure that our school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers will also ensure that all staff who need to know are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. Headteachers have overall responsibility for the development of individual healthcare plans. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way (appendix D). They should contact the school nursing service in the case of any child 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.

The head teacher does not have to accept a child where the health of the child is detrimental to the health of other pupils.

The Role of School Staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they will take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. School and staff keep a detailed log of any training attended. Class teachers will be responsible for informing any supply teachers or the necessary relevant

information for children in their class. Moreover, they are responsible for any transfer of information during transition to the next key stage.

The Role of the School Nurse

Devonshire Road Primary School has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They will support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams are also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

The Role of Other Healthcare Professionals, Including GPs and Paediatricians

These professionals will notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams can provide support in schools for children with particular conditions (eg asthma, diabetes).

The Role of Pupils With Medical Conditions

Children are often be best placed to provide information about how their condition affects them. They will be fully involved in discussions (as appropriate and as much as possible) about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will be encouraged to be sensitive to the needs of those with medical conditions.

The Role of Parents and Carers

Parents and carers will provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition or that a child's need has changed. Parents are key partners and will be involved in the development and review of their child's individual healthcare plan, and will be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure

they or another nominated adult are contactable at all times.

The Role of Local Authorities

Local authorities are commissioners of school nurses for maintained schools and academies. Under the Children and Families Act 2014, they have a duty to promote cooperation between relevant partners such as governing bodies of schools, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation. Local authorities will provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities will work with schools to support pupils with medical conditions to attend full time. Where pupils will not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year)⁷.

The Role of Providers of Health Services

These agencies will co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training. Health services will provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

The Role of Clinical commissioning groups (CCGs)

CCGs commission other healthcare professionals such as specialist nurses. They will ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions. They have a reciprocal duty to cooperate under Section 10 of the Children Act 2004 (as described above for local authorities). Clinical commissioning groups should be responsive to local authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this). The local Health

and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

On entry/Following a diagnosis

Devonshire Road Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

On entry to school, parents will be asked to complete the admission forms that ask for medical information. Parents and carers are asked to give as much information as possible. As necessary, details are passed to relevant members of staff and included in the staff handbook.

Individual Healthcare Plan (IHP)

Healthcare Plans are used by this school to:

- * inform the appropriate staff about the individual needs of a pupil with a medical condition in their care – where it is relevant to share information contained within the IHP with an outside agent such as supply teachers/sports coaches the SENCO will produce a one page 'Information Profile' for that pupil
- * remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- * identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. Devonshire Road Primary School uses this information to help reduce the impact of common triggers
- * ensure that all medication stored at school is within the expiry date
- * ensure our local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- * remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Once school has been contacted by a health care professional or informed by a parent or carer that a child has a medical condition, the head teacher (following advice from parents, pupils and health care professionals) will decide if an Individual Healthcare

Plan (IHP) is necessary. Please see appendix A for the proforma. The head teacher is responsible for the development of the plan which will capture all key information including details of medicines; what is prescribed, when it should be administered, how often and by whom. It will include reference to an Education and Health Care Plan or provision map if the child is a child with a special educational need. The plan will be written in conjunction with the child, parent or carer and appropriate health professionals. The IHP will be completed within two weeks of the decision being made. Deputy Head teachers will select appropriate staff to support the child, ensuring that at least two members of staff (one from each key stage) are named as support for a pupil. These staff will be released to complete the relevant training.

If there is a lack of consensus during IHP completions, the head teacher's recommendation is final. The plan is reviewed when the needs of the child change, or annually. The IHP is confidential. Copies of the IHPs are stored confidentially as part of the IHP register.

Staff who will be asked to support the child will be asked to attend all relevant meetings.

If an IHP is not necessary, the head teacher will explain how the child's medical needs will be supported, e.g. if a child has mild asthma, the head teacher may suggest that the child has their inhaler in their tray and the class teacher has an inhaler for emergency use.

Medicines

Devonshire Road Primary School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, Devonshire Road Primary School will only administer medicines when it would be detrimental to health not to administer medicines. School will ask parents to administer medicines outside of school hours as much as possible. For instance, if medicine is required three times a day, it could be administered before school, after school has finished and at bedtime.

Staff will not administer prescription medicines without training from an appropriate health care professional (a First Aid Certificate is not considered appropriate training). Annually, staff will have whole school awareness training, highlighting procedures and protocols in this policy.

Staff can only administer medicines when parents have completed the consent form (Appendix B) and the medicine:

- Is in date

- Clearly labelled with the child's name, and dosage,
- In the original container (apart from Insulin)
- Is not aspirin (which can only be administered on instructions from a GP)

It is the parent's responsibility to ensure new and in date medication come into school.

Staff will note the side effects and make relevant staff aware of them. As much as possible, and as appropriate, children will be asked to take responsibility for and administering their own medicines, under staff supervision. Staff will ensure that each child has quick and easy access to their own medicine. If a child refuses to take a medicine as instructed, parents or carers will be informed immediately.

Safe storage

All medication is kept in a secure place, in a cool dry place. Pupils with medical conditions will 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.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves. All controlled drugs are as defined in the Misuse of Drugs Act 1971.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

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 needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Staff will record all administration of medicines on the medicine administration record (Appendix C) which details what was taken, how much was taken, when and by whom.

Emergencies

Staff at Devonshire Road understand their duty of care to pupils in the event of an emergency. In an emergency situation, school staff are required under common law

duty of care to act like any reasonably prudent parent. In an emergency, all staff are trained and will follow school procedures and if an ambulance is called, staff will stay with the child until the parent or carer arrives be it at school, or will travel in the ambulance and meet the parent or carer at the hospital.

Reasonable adjustments

As mentioned in the aims, children with medical conditions can expect to enjoy school life to the full at Devonshire Road. Therefore, as part of the risk assessment, a child's medical needs will be catered for any school visits or out of school activities. All staff attending off-site visits will be aware of any pupils with medical conditions on the visit. They will 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 trained member of staff, who is usually responsible for administering medication, is not available, Devonshire Road will make alternative arrangements to provide the service which will be addressed in the risk assessment for off-site activities.

Residential visits

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of any IHPs. All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Devonshire Road Primary School ensures the needs of pupils with medical conditions are supported to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. School ensures the needs of pupils with medical conditions will have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with

medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. Staff will work to ensure that the child feels safe and promote reintegration following any extended absence to promote the child's emotional health and general well-being. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Complaints

If parents or carers are unhappy with the support provided for their child with a medical condition, please refer to the complaints policy. These can also be referred to the Department For Education if the complaint falls within the scope of sections 496/497 of the Education Act 1996.



Appendix A : Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

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, 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



Appendix B: parental agreement for setting to administer medicine

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

Date for review to be initiated by				
Name of school/setting				
Name of child				
Date of birth				
Group/class/form				
Medical condition or illness				
Medicine				
Name/type of medicine (as described on the container)				
Expiry date				
Dosage and method				
Start Date of Course:	End Date of Course:			
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				
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 school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting 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 C: record of medicine administered to an individual child

Name of school/setting

Name of child	
Date medicine provided by parent	
Group/class/form	
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			

C: Record of medicine administered to an individual child (Continued)

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 D – Insurance details

Letter inviting parents to contribute to individual healthcare plan development

Dear Parent

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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 on 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 involve [the following people]. 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 another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely