



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

RBA November 2021

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Statement of intent

Little Ilford School wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting Students at School with Medical Conditions" and meets the requirements under Section 100 of the Student and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

Signed by Head Teacher

Date: 22/11/21



Chair of Governors

Date: 22/11/21

12. Key roles and responsibilities

13. The Local Authority (LA) is responsible for:

14. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
15. Providing support, advice and guidance to schools and their staff.
16. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

17. The Governing Body is responsible for:

18. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Little Ilford School.
19. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
20. Handling complaints regarding this policy as outlined in the school's Complaints Policy.

21. Ensuring that all Students with medical conditions are able to participate as fully as possible in all aspects of school life.
22. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support Student with medical conditions.
23. Guaranteeing that information and teaching support materials regarding supporting Students with medical conditions are available to members of staff with responsibilities under this policy.
24. Keeping written records of any and all medicines administered to [individual Students](#) and [across the school population](#).
25. Ensuring the level of insurance in place reflects the level of risk.
- 26. The Head Teacher is responsible for:**
27. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Little Ilford School.
28. Ensuring the policy is developed effectively with partner agencies.
29. Making staff aware of this policy.
30. Liaising with healthcare professionals regarding the training required for staff.
31. Making staff who need to know aware of a student's medical condition.
32. Developing Individual Health Care Plans (IHCPs).
33. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
34. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
35. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
36. Contacting the school welfare assistants in the case of any student who has a medical condition.

Staff members are responsible for:

37. Taking appropriate steps to support students with medical conditions.
38. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

39. Administering medication, if they have agreed to undertake that responsibility.
40. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
41. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
42. The Student Welfare Assistants are responsible for administering injections.

Student Welfare Assistants are responsible for:

43. Notifying the school when a student has been identified with requiring support in school due to a medical condition.
44. Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

45. Keeping the school informed about any changes to their student/student's health.
46. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
47. Providing the school with the medication their student requires and keeping it up to date.
48. Collecting any leftover medicine at the end of the course or year.
49. Discussing medications with their student/student prior to requesting that a staff member administers the medication.
50. Where necessary, developing an [Individual Health Care Plan](#) (IHCP) for their student in collaboration with the Head Teacher, other staff members and healthcare professionals.

Definitions

51. "Medication" is defined as any prescribed or over the counter medicine.
52. "Prescription medication" is defined as any drug or device prescribed by a doctor.
53. A "staff member" is defined as any member of staff employed at Little Ilford School, including teachers.

Training of staff

54. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction as relevant.
55. Teachers and support staff will receive regular and ongoing training as part of their development.
56. Teachers and support staff who undertake responsibilities under this policy will receive training externally.
57. The clinical lead for this training is the school nurse.
58. No staff member may administer prescription or over-the-counter medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
59. No staff member may administer drugs by injection unless they have received training in this responsibility
60. The Deputy Head i/c CPD will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the Student

61. Students with medical conditions will often be best placed to provide information about how their condition affects them. Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs
62. Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
63. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
64. Where appropriate, students will be encouraged to take their own medication under the supervision of a suitably trained member of staff.

Individual Health Care Plans (IHCPs)

65. Where necessary, an Individual Health Care Plan (IHCP) will be developed in collaboration with the student, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

66. IHCPs will be easily accessible whilst preserving confidentiality.
67. IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
68. Where a student has an Education and Health Care Plan (EHCP), the IHCP will be linked to it or become part of it.
69. Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.
70. Some students who have an Individual Health Care Plan will also have a Personal Emergency Evacuation Plan in the event of a fire, or a similar emergency. Responsibility for updating the PEEPs rests with the SENCO.

Medicines

71. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
72. If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form.
73. No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
74. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
75. No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
76. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
77. A maximum of **four weeks** supply of the medication may be provided to the school at one time.
78. Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments. These may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

79. Medications will be stored in the Medical Room. in a secure cupboard and only named staff will have access
80. Any medications left over at the end of the course will be returned to the student's parents.
81. Written records will be kept of any medication administered to the student.
82. Students will never be prevented from accessing their medication.
83. Little Ilford School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

84. Medical emergencies will be dealt with under the school's emergency procedures.
85. Where an Individual Health Care Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
86. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
87. If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.
88. Students have PEEP plans for whole school emergencies, such as fire drills, which should be adhered to closely.

Avoiding unacceptable practice

89. Little Ilford School understands that the following behaviour is unacceptable:
 - Assuming that students with the same condition require the same treatment.
 - Ignoring the views of the student and/or their parents.
 - Ignoring medical evidence or opinion.
 - Sending students home frequently or preventing them from taking part in activities at school
 - Sending the student to the medical room or school office alone if they become ill.
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.

- Creating barriers to students participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Exclusions

In the case of a student with a medical condition being considered for exclusion from school, the headteacher will seek professional advice on the effect of the student's condition on their behaviour. The school will take medical advice and make appropriate provision for that student.

Support for Students with health needs who cannot attend school

In the event of an authorised long term absence (e.g. hospitalisation) the Pastoral Achievement Leader (PAL) will coordinate the sending of school work to the student. If the authorised absence was with advance notice (two or three months) from the hospital/consultant and given to the school, the school can liaise with the LA Education and Welfare to arrange home tuition for the student via the outreach team.

Insurance

90. Teachers who undertake responsibilities within this policy are covered by the school's insurance.
91. Members of staff who provide support to Students with medical conditions are covered by our Public and Products Liability and Employers Liability Insurance policies.
92. Full written insurance policy documents are available to be viewed by members of staff who are providing support to Students with medical conditions. Those who wish to see the documents should contact the Business Manager.

Complaints

The details of how to make a complaint can be found in the Complaints Policy.

Individual healthcare plan implementation procedure

