

Supporting Pupils with
Medical Conditions Policy
Parklands High School

Contents:

Statement of Intent

1. Key roles and responsibilities
2. Definitions 3. Training of staff
4. The role of the child
5. Individual Healthcare Plans (IHCPs)
6. Medicines
7. Administering medication
8. Emergencies
9. First aid
10. Avoiding unacceptable practice
11. Insurance
12. Complaints

Statement of intent

Parklands High School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the DfE's guidance released in December 2015 and amended August 2017: Supporting pupils in school with medical conditions.

Ofsted places a clear emphasis on meeting the needs of pupils with Special educational needs and disabilities (SEND) and this includes children with medical conditions.

Our school is an inclusive community that supports and welcomes pupils with medical conditions. We provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Staff are expected to understand the medical conditions of pupils at this school and that they may be serious and adversely affect a child's quality of life and impact on their ability to learn.

All children with a serious medical condition should have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing it within emergency care settings.

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays. Parents at this school understand that they should let the school know immediately if their child's needs change.

This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, but will generally be supplied in an insulin injector pen or a pump. Parents are asked to collect all medications and equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

This school seeks permission from parents before sharing any medical information with any other party. This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit. This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities in lessons to raise awareness of medical conditions to help promote a positive environment. This school understands the importance of all pupils taking part in physical activity and that all relevant staff make

appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition and it has been evidenced by a medical professional.

This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. This school makes sure that pupils have the appropriate medication, equipment and food with them during physical activity. This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the school's special educational needs coordinator (known as a SENCO) or equivalent who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional. Pupils at this school learn what to do in an emergency. This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

1. Key roles and responsibilities broken down

1.1 The local authority (LA) is responsible for:

1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

1.1.2. Providing support, advice and guidance to schools and their staff.

1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing body is responsible for:

1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Parklands High School.

1.2.2. Ensuring that the Supporting Pupils 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.

1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.

1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.

1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Keeping written records of any and all medicines administered to individual pupils and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for:

1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Parklands High School.

1.3.2. Ensuring the policy is developed effectively with partner agencies.

1.3.3. Making staff aware of this policy.

1.3.4. Liaising with healthcare professionals regarding the training required for staff.

1.3.5. Making staff, who need to know, aware of a child's medical condition.

1.3.6. Ensuring the Lead Professional develops IHCPs where appropriate.

1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.8. Ensuring the correct level of insurance is in place for members of staff who support pupils in line with this policy.

1.3.9. Ensuring the LP contacts the school nursing service in the case of any child who has a medical condition.

1.3.10. Ensuring the LP organises first-aid training.

1.4. Staff members are responsible for:

1.4.1. Taking appropriate steps to support children with medical conditions.

1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

1.4.3. Administering medication, if they have agreed to undertake that responsibility. (In this school this is the Lead First Aider and one other)

1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility. (In this school this is the Lead First Aider and one other)

1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.4.6. A number of staff have received EPIPEN/Asthma/Type 1 Diabetes training which is renewed every 12 months. This training is now included as part of the new first aid training course.

1.5. School nurses are responsible for:

1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.

1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

1.6.1. Keeping the school informed about any changes to their child/children's health (see appendix A).

1.6.2. Completing a parental agreement for school to administer medicine administration form before bringing medication into school.

1.6.3. Providing the school with the medication their child requires and keeping it up-to-date.

1.6.4. Collecting any leftover medicine at the end of the course or year.

1.6.5. Discussing medications with their child/children prior to requesting that a member of staff administers the medication.

1.6.6. Where necessary, developing an IHCP for their child in collaboration with the LP, other staff members and healthcare professionals.

2. Definitions

2.1. "Medication" is defined as any prescribed or over the counter medicine.

2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.3 A "staff member" is defined as any member of staff employed at Parklands High School, including non-teaching staff and support staff.

3. Training of staff

- 3.1. Members of staff and support staff will receive training on supporting pupils with medical conditions as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers who undertake responsibilities under this policy will receive the appropriate training i.e. EPIPEN, TYPE 1 DIABETES, FIRST AID
- 3.4. The clinical lead for this training is the school nurse and the diabetic nurse.
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.7. A record of training undertaken and a list of members of staff qualified to undertake responsibilities under this policy will be kept.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the school office in named drawers which they will be aware of.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of Parklands' staff.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, the DSL, LP, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an Education, Health and Care (EHC) plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. When a child 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 child needs to reintegrate.

6. Medicines

6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

6.2. No child will be given any medication unless they have been prescribed it, it is in its original packaging and the dosage is clear. In relation to paracetamol verbal consent will be sought.

6.3. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.5. Medicines MUST be in date. The exception to this is contained in appendix B in reference to the epipen. They must be 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.

6.6. A maximum of four weeks supply of the medication may be provided to the school at one time.

6.7. Controlled drugs 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.

6.8. Medications will be stored in the office of Headteacher's P.A.

6.9. Any medications left over at the end of the course must be collected. If this does not happen, it will be destroyed after a two month period.

6.10. Parklands High School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Administering medication

7.1. Relevant teachers and support staff will receive training on the Administering Medication Policy and further training as appropriate as part of their development.

7.2. Medications will only be administered at school if it would be detrimental to the child not to do so.

7.3. Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement.

7.4. Parklands' staff members may refuse to administer medication. If a member of

staff refuses to administer medication, the headteacher will delegate the responsibility to another person.

7.5. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of Parklands' staff

7.6. Written records will be kept of any medication administered to children.

8. Emergencies

8.1. Medical emergencies will be dealt with under the school's emergency procedures.

8.2. Where an IHCP is in place, it should detail:

- What constitutes an emergency?
- What to do in an emergency.

8.3. Pupils will be informed in general terms of what to do in an emergency, such as telling a member of staff.

8.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent or carer arrives.

9. First aid

9.1. Parklands High School accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.

9.2. Information about pupils with medical conditions will be updated as appropriate.

9.3. The LP is responsible for organising first-aid training.

9.4. New staff members are offered first-aid training as part of their induction. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

9.5. The main office is the school's designated medical area and meets the DfE guidance specifically to:

- Be large enough to hold the necessary equipment. Have washable surfaces and adequate heating, ventilation and lighting. Be kept clean and tidy at all times. Be positioned as near as possible to a point of access for transport to
- hospital. Display a notice advising of the names, locations and telephone numbers of first-aiders.
- Have a sink with hot and cold water, if possible.
- Have drinking water and disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

9.6. The school has a first-aid cabinet, which can be found in the main office and each year group bubble has a first aid bag. This cabinet and bags contain sufficient numbers of suitable provisions to enable the administration of first-aid.

9.7. The school has two travelling first-aid containers for use during school trips and off-site visits, which are stored in the main office.

9.8. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.

9.9. First-aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first-aid arise.

9.10. The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school, and ensure that an ambulance or other professional medical help is called where appropriate.

9.11. The headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.

10. Reasonable adjustments

10.1. Parklands High School will meet its duties under the Equality Act 2010.

10.2. Parklands High School will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.

11. Avoiding unacceptable practice

11.1. Parklands High School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment. Ignoring the views of the pupil and/or their parents or carers. Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents or carers feel obliged or forcing parents or carers to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips. Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

12. Insurance

12.1. Members of staff who undertake responsibilities within this policy are covered by the school's insurance.

12.2 Providing support to pupils with medical conditions is available from the school business manager.

12.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the SBM.

13. Complaints

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

13.1.1. Stage 1 - Complaint Heard by Senior Staff Member

13.1.2. Stage 2 - Complaint Heard by Headteacher

13.1.3. Stage 3 - Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Contacting emergency services

Request an ambulance • dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number - 01257 264596
- Your name.
- Your location as follows:
- Southport Road, Chorley, PR7 1LL The satnav postcode: PR7 1LL
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Reviewed by Lisa Williams (SENCo) on the 08th June 2021

Appendix A

Proforma for advising school of a child's medical condition(s)

Please complete, print off and email to admin@parklandsacademy.co.uk, hand in to school or post

Name of child

Date of birth

Address

Contact telephone numbers: (please supply as many as possible)

Name, address and tel. no. of GP

Medical condition(s) and medication used

Any additional information

Appendix B

Website for information regarding adrenaline auto injectors:

<https://www.sps.nhs.uk/articles/shortage-of-epipen/>