



Portland School

Supporting pupils with medical conditions

Procedure Originator:	SLT
Approved By:	Alexis Bull
Queries to:	The office (Portland School)
Review Interval:	3 years

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. Emergencies
8. Avoiding unacceptable practice
9. Insurance
10. Complaints

Statement of intent

Portland School aims 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 pupils at school with medical conditions", the SEND Code of Practice 2015 and updated in the light of Keeping Children Safe in Education.

Aims

Staff and students work together to:

- raise aspirations and widen personal horizons.
- be positive learners who can work independently and collaboratively.
- stimulate an interest in learning as a lifelong process.
- value truth, honesty, and fairness
- develop self-respect and confidence.
- take responsibility for ourselves and our actions.
- develop an understanding of the needs and well-being of ourselves and other.
- ensure students aspire to be the best that they can be.
- rise to the challenges of school life.
- enjoy themselves.

Mission

We believe that each student will reach their personal best through experiencing:

- a rigorous and reflective approach to work focused on progress.
- the provision of a caring, supportive school community where there is equal opportunity for all students, irrespective of ability, gender, race or culture.
- a broad, balanced, and relevant curriculum experience.
- a disciplined and stimulating learning environment which has a varied range of learning and teaching opportunities.
- an ethos of community within the Academy and its neighborhood.

We demonstrate our commitment to working as a learning community by:

- striving for continuous improvement in all that we do.
- working collaboratively towards common goals.
- Engaging in continuous self-evaluation processes which help guide everything we do.
-

Key roles and responsibilities

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

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students 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 students who need to be out of school for fifteen days or more due to a medical condition.
- 1.1.4. Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

1.2. The Academy Council is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at Portland School
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the Academy's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA 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 students 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 students.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Designated Safeguarding Lead (DSL) is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Portland 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 Heads of School and SENCO's to give advice on IHCPs
- 1.3.5. Liaising with healthcare professionals regarding the training required for staff
- 1.3.6. Making staff who need to know aware of a child's medical condition.
- 1.3.7. Leading training on Individual Healthcare Plans (IHCPs)
- 1.3.8. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.9. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.10. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.11. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, make reasonable adjustments to include students with medical conditions into lessons.
- 1.4.3. Administering medication if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

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 Academies informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into the Academy.
- 1.6.3. Providing the Academy 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 staff member administers the medication.
- 1.6.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Head of School and 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 Portland School, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy 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 following training externally:

-Epi pen

- Asthma

- 3.4. The clinical lead for this training is School Nurse
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility.

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, 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.
- 4.3. If students 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, students will be encouraged to take their own medication under the supervision of a staff member.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, DSL, Heads of School and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality. They are held on the VLE in dedicated folders in the SEND section.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it and the Special Educational Needs Coordinator (SENCo) will assist with its development and monitoring.
- 5.5. Where 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 student to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. 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.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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.
- 6.7. A maximum of four weeks supply of the medication may be provided to the Academy at one time.
- 6.8. 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.
- 6.9. Medications will be stored in the main reception.
- 6.10. Any medication(s) left over at the end of the course will be returned to the child's parents.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Students will never be prevented from accessing their medication.
- 6.13. Portland School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the Academy's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- 7.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Avoiding unacceptable practice

- 8.1. Portland School understands that the following behavior 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 children 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.

9. Insurance

- 9.1. Teachers who undertake responsibilities within this policy are covered by the Academy's insurance.
- 9.2. 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 Executive Headteacher

10. Complaints

- 10.1. The details of how to make a complaint can be found in the Complaints Policy: 9
- 10.1.1. Stage 1 - Complaint heard by Staff Member
 - 10.1.2. Stage 2 - Complaint heard by Executive Headteacher
 - 10.1.3. Stage 3 – Complaint heard by Academy Councils' Complaints Appeal Panel



Shaw Education Trust Head Office,
Kidsgrove Secondary School,
Gloucester Road,
Kidsgrove,
ST7 4DL

Twitter	@ShawEduTrust
LinkedIn	@ShawEducationTrust
Call	01782 948259
Email	info@shaw-education.org.uk
Visit	shaw-education.org.uk

**Pupil &
people
centred**

**Act with
integrity**

**Be
innovative**

**Be best
in class**

**Be
accountable**