



# **Supporting Pupils with Medical Conditions Policy**

**March 2021**

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

## School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Stilton C of E Primary Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

## Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents / carers; ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise children for their attendance record where this is related to a medical condition.

- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

### **Entitlement**

Stilton C of E Primary Academy provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

### **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate to support staff with medicine administration.
- Medical professionals involved in the care of children with medical needs will fully inform staff of the child's condition, its management and implications for the school life of that individual, if necessary.
- Stilton C of E Primary Academy will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that Stilton C of E Primary Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare (where this is possible).
- Individual Healthcare plans, where necessary, will be written, monitored and reviewed regularly with the support of the child and parent in addition to the advice of relevant medical professionals, where possible.

### **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom/ the dinner hall, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's Pupil Asset records and this information will be provided to class teachers annually.

### **In an emergency**

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Administration of medicines**

Only essential medicines will be administered during the school day. These will normally be prescribed by a doctor, but this will remain at the school's discretion. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container which is clearly labelled with the dosage from the GP. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on the Administration of Medicines sheet (located in the school reception office) and these sheets will be filed and retained.

All medicines will be stored safely in the office medical room. Medicines needing refrigeration will be stored in the office medical room fridge. Some medicines (inhalers, epi-pens etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the cabinet in the office stock room. Access to these medicines is restricted to staff. Epi-pens are kept in cupboards in relevant children's teaching areas; these cupboards are not locked due to the urgency of needing access.

Staff will record any doses of medicines given on the Administration of Medicines sheet. Children self-administering asthma inhalers will be recorded in their individual inhaler pack which is kept in their classroom.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

### **Epi-pens**

Any member of staff can administer an epi-pen in an emergency however training can be provided for any staff working closely with a child that needs one. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn.

Ambulances must be called for a child who may require an epi-pen. Antihistamine may be given, if recommended by a doctor or the child's parent, if slight tingling of the lips occurs following ingestion of

possible irritants for nut allergy sufferers. This medicine should be stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

### **Complaints**

Should parents be unhappy with any aspect of their child's care at Stilton C of E Primary Academy, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the schools Complaints Procedure.

## Appendix 1: individual healthcare plan

Name of school/setting

Stilton C of E Primary Academy

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

|  |
|--|
|  |
|--|

## Health Care Plan key information

|                                                                           |  |
|---------------------------------------------------------------------------|--|
| Child's Name:                                                             |  |
| Date of birth:                                                            |  |
| Picture                                                                   |  |
| Medical needs/known triggers:                                             |  |
|                                                                           |  |
| Symptoms and signs:                                                       |  |
|                                                                           |  |
| Emergency procedures:                                                     |  |
|                                                                           |  |
| For more detailed information, please see the Individual health care plan |  |

**If in doubt, call 999**

### Appendix 3: 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

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 4: 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

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4: 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          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

## Appendix 5: record of medicine administered to all children

Name of school/setting

Stilton C of E Primary Academy

Date

Child's name

Time

Name of medicine

Dose given

Any reactions

Signature  
of staff

Print name

[illegible]

## Appendix 6: staff training record – administration of medicines

|                            |                                |
|----------------------------|--------------------------------|
| Name of school/setting     | Stilton C of E Primary Academy |
| Name(s)                    |                                |
| Type of training received  |                                |
| Date of training completed |                                |
| Training provided by       |                                |
| Profession and title       |                                |

I confirm that the named person/ people above has/ have received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix 7: 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.**

1. Your telephone number: **01733 240480**
2. Your name
3. Your location as follows [**Stilton C of E Primary Academy, Church Street, Stilton, PE7 3RF**] or the address of trip/residential site]
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code [**PE7 3RF** or the postcode of a trip/ residential site]
5. Provide the exact location of the patient within the school setting or trip/residential setting.
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient, where necessary.
8. Put a completed copy of this form by the phone

## Appendix 8: model 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, where necessary, 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