



## **Thrunscoe Primary & Nursery Academy** **Supporting Pupils with Medical Needs Policy**

### **Aims**

Thrunscoe Primary & Nursery Academy aims to ensure that all pupils with medical conditions receive appropriate care and support at the academy.

This policy aims to ensure that:

- Pupils, staff and parents understand how our academy will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The headteacher and governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about this policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

### **Legislation and statutory responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils at school with their medical conditions. It is also based on: the Department for Education's statutory guidance, September 2014 – 'Supporting pupils at school with medical condition' and the School Nursing Service 'Managing Medical Conditions in Schools' document October 2017. This policy also complies with our funding agreement and articles of association.

### **Roles and Responsibilities**

#### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners regarding supporting pupils with medical conditions
- Providing support, advice, guidance and training to schools/academies to ensure IHPs are delivered effectively
- Working with schools/academies to ensure pupils attend full time or make alternative provision for the education of pupils who are unable to attend the academy for 15 days

or more because of health related needs (whether consecutive or cumulative across the academic year)

**The governing body is responsible for:**

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governors will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

**The headteacher is responsible for:**

- Ensuring this policy is developed and effectively implemented with partner agencies
- Ensuring all staff are aware of the policy and understand their role in its implementation
- Identifying staff that need to be aware of a child's medical condition
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose
- The day-to-day implementation and management of this policy
- The development of IHPs
- Liaising with healthcare professionals regarding the training required for staff
- Ensuring the correct level of insurance is in place for teachers who support pupils in-line with this policy
- Ensure a designated staff member maintains continuous two-way liaison with school nurses and the academy in the case of any pupil who has or develops an identified medical condition
- Assigning appropriate accommodation for medical treatment/care

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help
- Adhering to IHPs
- Knowing where controlled medicines are stored and how they can be accessed
- Undertaking appropriate training to achieve the necessary level of competency for supporting pupils with medical conditions
- Administering medications in line with guidance set out in this policy and IHPs
- Monitoring the long-term impact that medical conditions can have on pupils' general wellbeing and mental health. All staff have received training on recognising signs and indicators that pupils' may require additional support regarding their mental health and staff know how to secure additional support with this

**School Nurses and other healthcare professionals are responsible for:**

- School nurses will notify the academy when a child has been identified as having a medical condition, which will require support from the academy
- Other healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition

**Parents and carers are responsible for:**

- Keeping the academy informed about any new medical conditions or changes to their child/children's health
- Participating in the development and regular reviews of their child's IHP
- Completing a parental consent form to administer medicine or treatment before bringing the medication into the academy
- Providing the academy with the medication their child requires, keeping it up to date and collecting leftover medicine
- Carrying out the actions assigned to them in the IHP with particular emphasis on, them or a nominated adult, being contactable **at all times**

**Pupils are responsible for:**

- Providing information, age/ability appropriate, on how their medical condition affects them
- Where age/ability appropriate, contributing their views towards their IHP
- Complying with the IHP and self-managing their medication or health needs (where an agreement has been made that this is appropriate)

**Staff Training**

- Newly appointed teachers, regular supply/agency staff and support staff will receive training on the 'Supporting Pupils with Medical Needs' Policy as part of their induction and so they understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

**Training will:**

Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils

Fulfil the requirements in the IHPs

Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

- The clinical lead for each training area/session will be named on the IHP
- No staff member may administer prescription medicines or undertake any healthcare procedures without undertaking training specific to the condition and signed off as competent
- The academy will keep a record of all medical conditions supported, the training undertaken and a list of staff qualified to undertake responsibilities under this policy.

This record will be regularly updated and reviewed by admin staff (~~Mrs K Paling~~, Miss E Curtiss, Mrs S Toohill, Mrs A Tillett, Mrs E Cresswell). Each class teacher will have an overview of the record for the pupils in their care via Scholar Pack/CPOMS.

- The academy's admission forms will request information on pre-existing medical conditions.
- Supply staff and support staff will have access to the medical conditions record on a need to know basis. Parents/carers should be assured GDPR data sharing principles are adhered to.
- For pupils on the medical conditions register, there will be Key Stage transition meetings the term before they begin their next class to enable parents, the academy and health professionals to prepare IHP and train staff if required.

### **Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

### **Being notified that a pupil has a medical condition**

The academy's admission forms will request information on pre-existing medical conditions. When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

### **Individual Healthcare Plans**

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This

will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will become part of any Education, Health and Care (EHC) Plan and considered at each annual or urgent review. If a pupil experiences SEND but does not have an EHC Plan, the SEND will be mentioned in the IHP if appropriate.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is required. The governing board and the headteacher, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

### **Managing medicines**

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupils to take them outside of academy hours. Where this is not possible, the parent/carer **must** complete and sign a parental consent

to administration of medicines form **prior** to a staff member administering any medication

- At the headteacher's discretion, all admin staff will administer antibiotics for general illnesses once a parental request for medication administration has been requested and agreed.
- No child will be given any prescription medicines without written parental consent except in exceptional circumstances
- Non-prescription medicines will not be given except in exceptional circumstances and at the academy's discretion
- No child under the age of 16 years of age will be given medication containing aspirin without a doctor's prescription
- Medicines **MUST** be:
  - **in date**
  - **labelled**
  - **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.**

- A maximum of four weeks' supply of the medication may be provided to the academy at any one time
- Controlled drugs and medicines will be kept securely in the academy office where they can be accessed easily in case of an emergency. [Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#). Some exceptions may arise, for example a child who is prescribed insulin will require it to be kept in a secure classroom cupboard
- Any medications left over at the end of the course will be returned to the child's parents/carers
- Inhalers will be stored in the medical room where pupils will be allowed access to their named inhaler when monitored by a responsible adult
- Written records are kept of any medication administered to children
- Thrunscoe Primary & Nursery Academy cannot be held responsible for side effects that occur when medication is taken correctly
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP, which will include informing parents/carers

### **Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

In agreed circumstances, pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a

necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **Adrenaline auto injectors (AAIs)**

- Anyone prescribed an Adrenaline auto injector (Epipen) should have two devices on the premises
- AAIs must be kept in a secure location but be easily accessible to staff (Medical Room)
- Staff must be informed of pupils who may need an AAI and a register kept of pupils prescribed an AAI
- The academy keeps a spare AAI for use in emergencies when a pupil's own AAI cannot be administered without delay. Academies can purchase these without prescription from pharmacies
- The spare AAI can only be administered where medical authorisation and parental consent for the use of AAIs has been provided
- In the event of a severe allergic reaction in a pupil who does not meet the above criteria, the emergency services (999) should be contacted and advice sought from them as to whether use of the spare AAI is appropriate
- In all cases of severe allergic reaction, even if an AAI has been administered, the emergency services must be contacted immediately
- The parent/carer of the pupil must be informed immediately if an AAI has been administered and told whether this was the child's own or the academy's spare
- Staff members are trained to use AAIs
- Expiry dates of AAIs will be regularly checked and replacements requested from parents
- Once used, AAIs must be disposed of in a sharps bin

### **Emergencies**

- Medical emergencies will be dealt with under the academy's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms
- Pupils will be informed in age/ability appropriate terms of what to do in an emergency e.g. tell the teacher
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent arrives

### **Day trips, residential visits & sporting activities**

- Arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in academy trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible or parents refuse to consent
- To comply with best practice, risk assessments will be undertaken in-line with H&S executive guidance on academy trips, in order to plan for the inclusion of pupils with

medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day-to-day ECHP requirements for the academy

- Inhalers and AAI's will be taken on school trips and will be the responsibility of the staff member supervising the child

### **Unacceptable practice**

Each case will be considered individually but, in general, the following is **not** considered acceptable:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or advice
- Sending the pupil home frequently or preventing them from taking part in activities at the academy
- Sending the pupil to the medical room or academy office alone or with an unsuitable escort if they become ill
- Penalising pupils with medical conditions for their attendance record where absences relate to their condition
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Making parents feel obliged or forcing parents to attend the academy to administer medication or provide medical support, including toileting issues
- Creating barriers to children participating in academy life, including trips
- Administer, or asking pupils to administer, medicine in school toilets

### **Record keeping**

- Written records are kept of all medicine administered to pupils
- Parents will be informed if their pupil has been unwell at school
- IHPs are kept in a readily accessible place which all staff are aware of

### **Liability and Indemnity**

- The governing body, alongside the headteacher, will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk
- Staff who undertake responsibilities within this policy will be assured by the headteacher that they are covered by the academy's insurance
- The academy is a member of the Department for Education's Risk Protection Arrangement (RPA) insurance scheme and full written insurance policy documents are available for viewing by members of staff who are providing support to pupils with



medical conditions. Those who wish to see relevant documentation should contact the headteacher

### **Complaints**

- All complaints should be raised with the headteacher in the first instance
- Details of how to make a formal complaint can be found in the Academy Complaints Policy

### **Links to other policies:**

This policy links to the following policies:

- Accessibility Policy and Plan
- Complaints Procedures
- Data Protection Policy
- Equality information and Objectives Policy
- First aid Policy
- Health and Safety Policy
- Safeguarding Policy
- SEND Information Report and SEND Policy
- Emotional Health and Wellbeing Policy

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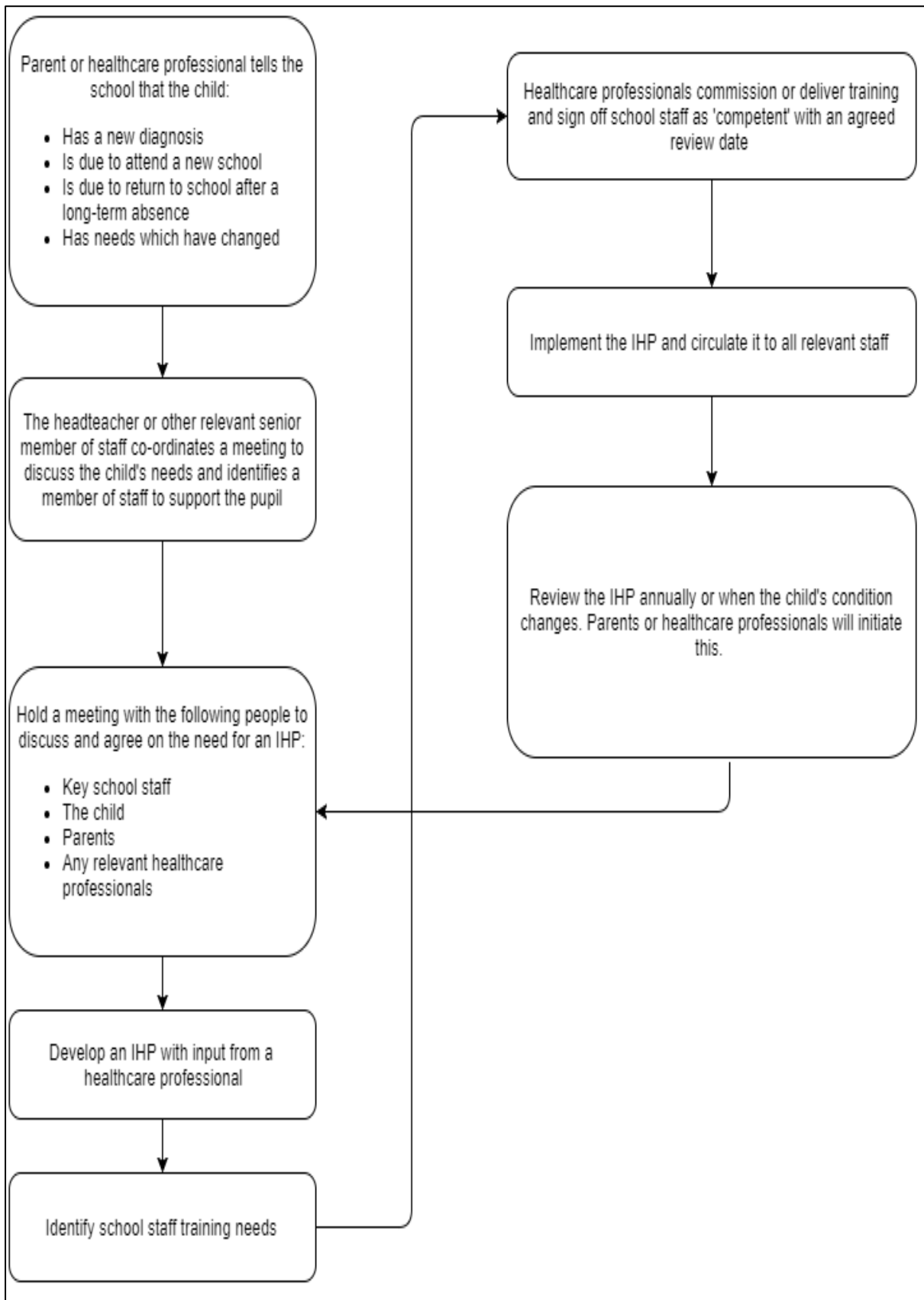
Policy reviewed: February 2024

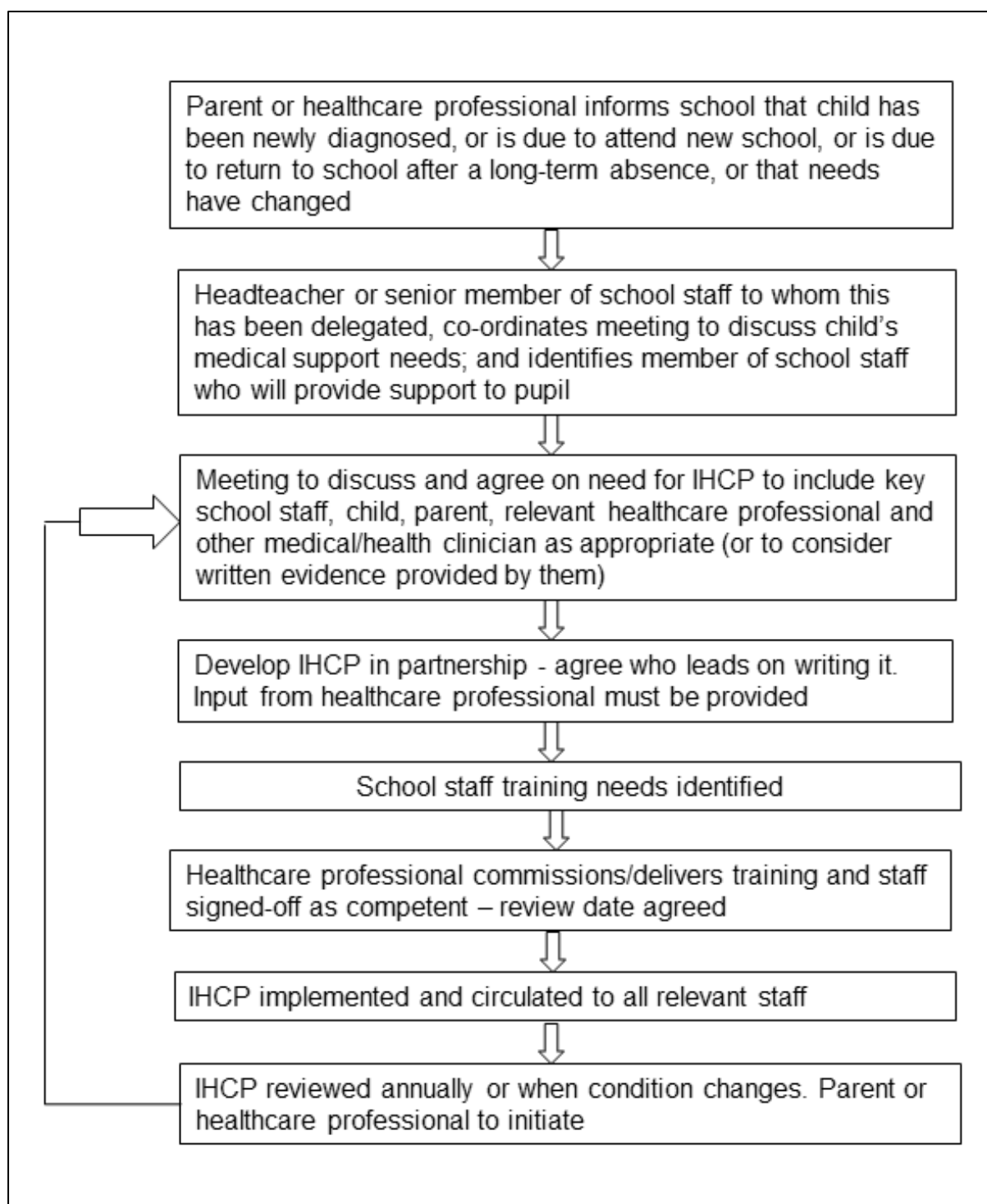
Policy approved at the Governors meeting on: 21<sup>st</sup> March 2024

Next review date: February 2025

## Appendix 1: Being notified a child has a medical condition

## Appendix 2: Model process for developing individual healthcare plans





## 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

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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

**THRUNSCOE PRIMARY AND NURSERY ACADEMY**

**RECORD OF ADMINISTRATION**

Pupil: \_\_\_\_\_ Class \_\_\_\_\_

**Parents must complete a 'Parental Request for Staff to Administer Medication' form before any medication is given.**

NAME OF MEDICATION AND  
PERSCRIPTION DETAILS

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

	MON	TUE	WED	THUR	FRI
DATE					
SIGNATURE					

**PARENTAL REQUEST FOR STAFF TO ADMINISTER MEDICATION**

**The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.**

**DETAILS OF PUPIL**

Surname:

.....

Forename(s).....

.....

Address:.....

.....

.....

.....

Date of Birth:.....

Class.....

Condition or illness:

.....

**MEDICATION**

Name/Type of Medication

.....

(as described on the container)

Date dispensed:

**Full Directions for use:**

Dosage and method:

.....

Timing:

.....

....

Procedures to take in an Emergency:

.....

.....  
.....

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**CONTACT DETAILS:**

Name:

.....  
.....

Daytime Telephone No

.....

Relationship to Pupil

.....

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service which the school is not obliged to undertake.

Signature(s): .....

Date.....

Relationship to Pupil

.....

Authorisation:

Signed by Headteacher



**THRUNSCOE PRIMARY SCHOOL – CONFIDENTIAL  
MEDICAL RECORD - ASTHMA**

**IMPORTANT – Giving medication to children is a serious responsibility for the Academy.  
Please give as much information below to help us to help your child.**

***Please complete all sections below.***

**Name of Pupil:** \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name and Address of Doctor: \_\_\_\_\_

\_\_\_\_\_

**Emergency contact during school hours:**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

<b>Name of Inhaler:</b>	<b>Date first prescribed:</b>	<b>Dosage:</b>	<b>Doctor Prescribing Medicine:</b>
_____	_____	_____	_____
_____	_____	_____	_____

Inhalers are kept centrally and the appropriate staff and the child are made aware of the location. An accessible member of staff will be responsible for the inhaler.

**Other Medication**

Please give name and dosage of any other medication taken on a regular basis. (This information may be passed on to medical professionals in the case of an emergency.)

Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Date first prescribed: \_\_\_\_\_

\_\_\_\_\_

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*Please turn over*

**ANY OTHER INFORMATION**

Is there any other medical information that you feel the school needs to know about?  
Please give information below.

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Please remember it is your responsibility to keep the academy informed of any changes to asthma medication or if your child no longer requires their inhaler.

Signed ..... Parent/Guardian

Date .....

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**FOR SCHOOL USE ONLY**

Received by .....

Date .....

I confirm that appropriate members of staff understand the needs of the child named on this document.

Signed ..... Headteacher

Date.....