

# Boothville Primary School

## **Supporting pupils with medical conditions policy**

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## **Definition of 'medical condition'**

For the purposes of this policy, a medical condition is any illness or disability which a pupil has. It can:

- be physical or mental
- be a single episode or recurrent
- be short-term or long-term
- be relatively straightforward (e.g. the pupil can manage the condition themselves without support or monitoring) or complex (requiring ongoing support, medicines or care while at school, to help the pupil manage their condition and keep them well)
- involve medication or medical equipment
- affect participation in school activities or limit access to education.

Medical conditions may change over time, in ways that cannot always be predicted.

## **Policy statement and principles**

This school is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - achieve economic well-being.
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- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
  - Staff receive ongoing training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
  - All staff feel confident in knowing what to do in an emergency.
  - This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
  - This school understands the importance of medication being taken as prescribed.
  - All staff understand the common medical conditions that affect children at this school.

This school has developed this policy with advice from relevant health professionals. The governing body has a statutory duty to make arrangements for pupils with medical needs under s.100 of the Children and Families Act 2014. The policy and supporting documents are based on Department of Education statutory guidance (December 2015) [Supporting pupils at school with medical conditions.](#)

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. This will be via letters, school newsletter and via staff training.

This policy will be revised annually.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

## **Roles and responsibilities**

Parents, carers and guardians – will ensure that the school knows what medical condition their child has, keep the school updated on those existing and new conditions, daily medical needs and additional information for trips and residential and any changes to the condition. If medication is needed for school, a medication form will be completed and clearly labelled, prescribed medication provided

Pupils- will ensure they inform responsible adults how their condition affects them/notify of medical condition.

The governing body – will ensure that the policy is sufficient to meet the requirements of section 100 Children and Families Act 2014, ensure health and safety measures for staff and pupils, risk assessments are inclusive of pupils with medical conditions, medical policy is kept up to date, report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication]

The headteacher – will ensure school is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure policy is implemented and kept up to date, ensure training for staff and ensure insurance arrangements are sufficient to keep school staff covered, keep the school nursing service informed and engaged with individual pupils.

Teachers and other school staff – will be aware of triggers and symptoms of conditions and how to act in an emergency, know which pupils have a medical condition, allow pupils immediate access to emergency medication, communicate with parents if a child is unwell, ensure pupils have their medication when out of the classroom, be aware if pupils with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on pupils, ensure all pupils with medical conditions are not excluded unnecessarily from activities, ensure pupils with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions

Other health professionals will - (School nurse, first aider) – help provide regular training to school staff on common medical conditions, provide information about additional training, give immediate help to casualties in school, ensure ambulance or other professional help is called when necessary including the development of Individual Healthcare Plans

SENCO/pastoral support/welfare officer – will help update the school’s medical policy, know which pupils have SEN due to their medical condition, ensure teachers make arrangements if a pupil needs special consideration, ensure pupils with medical conditions are not excluded unnecessarily from activities.

## Pupils who cannot attend school because of health needs

Where a pupil cannot attend school because of medical needs, unless it is evident at the outset that the pupil will be absent for 15 or more days, the school will initially follow the usual process around attendance and mark the pupil as ill for the purposes of the register. The school will provide support to pupils who are absent from school because of illness for a period shorter than 15 days. This may include providing pupils with relevant information, curriculum materials and resources.

In accordance with the Department for Education’s statutory guidance<sup>1</sup>, where a pupil is unable to attend school for more than 15 days due to illness:

- (i) the local authority should be ready to take responsibility for arranging suitable full-time education for that pupil; and
- (ii) the local authority should arrange for this provision to be in place as soon as it is clear that the absence will last for more than 15 days.

The school will inform and work collaboratively with the local authority to identify and meet the pupil’s educational needs throughout the period of absence and to remain in touch with the pupil throughout. When a pupil is considered well enough to return to full time education at the school a reintegration plan will be agreed in partnership with the appropriate individuals/organisations.

## Monitoring of Individual Healthcare Plans

This school uses Individual Healthcare Plans (IHCPs) to record important details about individual children’s medical needs at school. The plans will include the following (depending on the individual circumstances):

- Details of the medical condition – triggers, signs, symptoms and treatments
- Details of the impact of the condition on the child including the need for medication or other support, facilities or equipment that may be required
- Details of any specific support required to meet the individual’s education, social or emotional needs
- Training requirements
- Internal information requirements (who needs to know)
- Parental consents for administration of medicine and sharing information
- Details of the designated individuals to be entrusted with information about the pupil’s condition, where confidentiality issues are raised by the pupil or parent
- Information relevant to off-site visits

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<sup>1</sup> Ensuring a good education for pupils who cannot attend school because of health needs (January 2013)

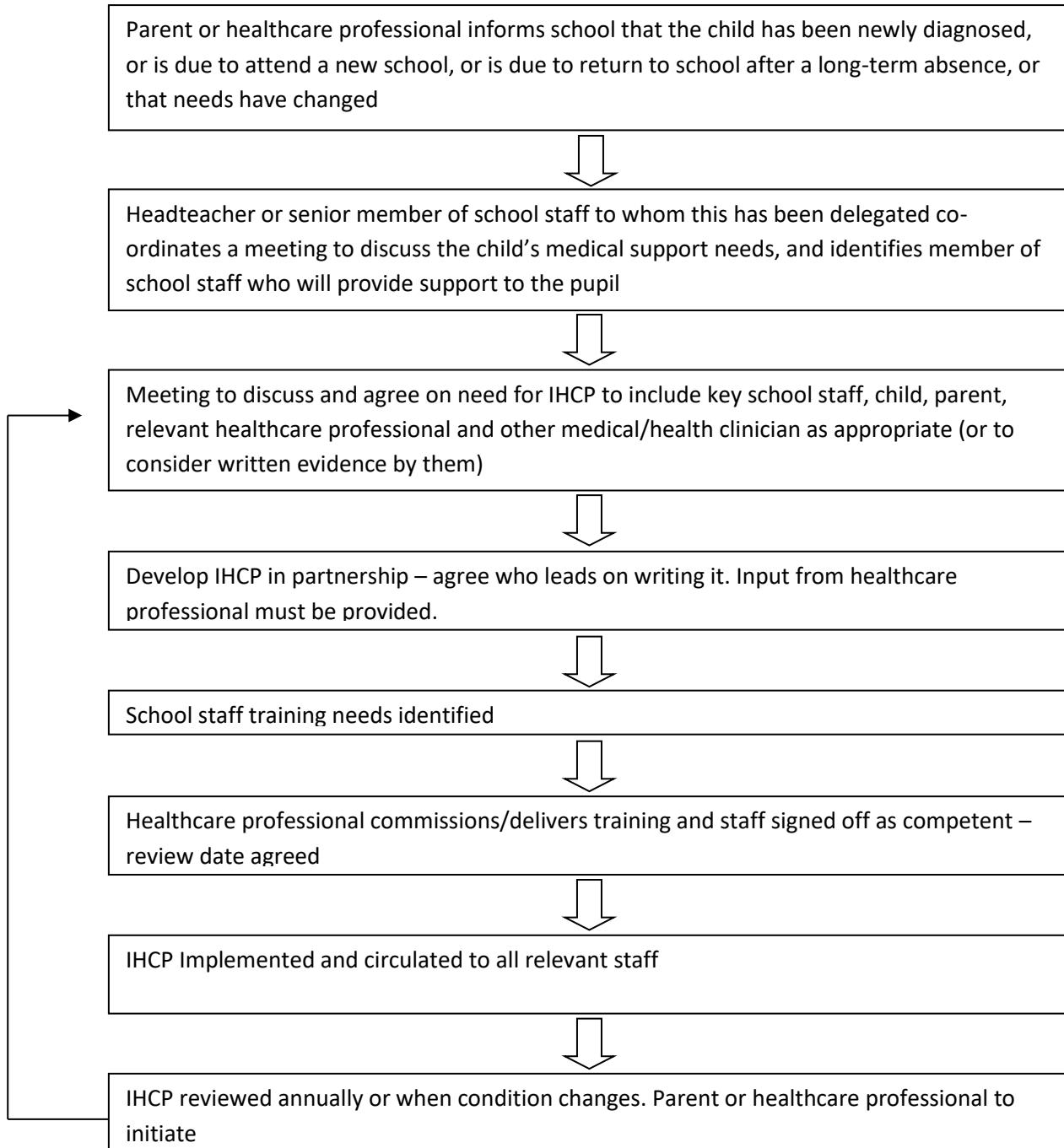
- Emergency information

Further documentation can be attached to the Individual Healthcare Plan if required.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form is sent to the pupil's parents to complete.
- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.

## **Monitoring of an Individual Healthcare Plan:**



## **School health care register**

- A member of the office team will be responsible for inputting medical information into our pupil information system (SIMS). Information will be collected via data collection sheets and now via the school app. A register (in a spotted folder) will be kept in each classroom. This will be updated at the beginning of each academic year and when additional information is shared by parents/carers.

## **Individual Healthcare Plans are used by this school to:**

- Inform all relevant staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

## **Reviewing Individual Healthcare Plans**

Every Individual Healthcare Plan shall be reviewed at least annually. The headteacher (or someone designated by them) shall, as soon as practicable, contact the pupil's parents/carers and the relevant healthcare provider to ascertain whether the current Individual Healthcare Plan is still needed or needs to be changed. If the school receives notification that the pupil's needs have changed, a review of the Individual Healthcare Plan will be undertaken as soon as practicable.

Where practicable, staff who provide support to the pupil with the medical condition shall be included in any meetings where the pupil's condition is discussed.

## **Administration of medication**

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent following appropriate training and in accordance with that child's IHCP and/or arrangements that have been agreed in writing by the school.
- Our governing body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover and will be made available to staff on request.

- Medicines will only be administered at the school when it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

## **Storage of medication**

### **Safe storage – emergency medication (including EpiPens)**

- a. Emergency medication is readily available to pupils who require it at all times during the school day. This is kept by in the class medication bag. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available.
- b. All pupils have their own EpiPens in their classroom at all times and a spare kept in the First Aid Room
- c. If the children are undertaking lessons, for example PE, the medication bag will be taken with the class.

### **Safe storage – non-emergency medication**

- a. All non-emergency medication is kept in a lockable cupboard.
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

- a. The First Aid team under the direction of the lead First Aider ensures the correct storage of medication at school.
- b. Three times a year a member of the first aid team checks the expiry dates for all medication stored at school
- c. A member of the office staff along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container (except insulin) and clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

## **Record keeping**

- The data collection sheet and now the school app is used at the beginning of the year to ask about medical conditions.

- Meetings will be held at the beginning of year for children with individual healthcare plans
- A medication form must be filled in for short term medication to be administered at school (e.g. antibiotics)
- A form will be completed detailing what medication was given, how and how much was administered, when and by whom. This will generally be kept in the office.

## In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up to date about a child or young person's medical needs via the Individual Healthcare Plan.
- Teaching staff and some support staff are trained annually to administer auto-injectors. Regular diabetes training is undertaken by relevant staff. Teaching staff have regular paediatric first aid training along with support staff and those who have the full first aid at work training.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- In the event of an emergency, the contents of the Individual Healthcare Plan will be shared with everyone involved (paramedic, hospital staff). This will be done either by the class teacher, member of support staff (especially if they support the pupil directly) or a member of the office staff.
- Information in Individual Healthcare Plans is also used to support transitional arrangements to another school
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management and/or the school's critical incidents team.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and EpiPens/Autoinjectors are held within the classroom where the pupil is learning.
- For off-site activities, such as visits, holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

## **Unacceptable practice**

Our staff recognise that it is not acceptable practice to do the following:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **Complaints**

Complaints about support in accordance with this policy should be dealt with in accordance with the school's published complaints policy.

## **Appendix**

- [\[Form to send to parents to find out medical needs\]](#)
- [\[Form to send to parents about short-term medical needs\]](#)
- [\[Individual Healthcare Plan form\]](#)
- [\[Details of named first aiders and certain roles and responsibilities\]](#)
- [Epilepsy](#)
- [Asthma](#)
- [Diabetes](#)
- [Anaphylaxis](#)