

Supporting Pupils with Medical Conditions policy

Hill View Primary



Policy Approved by Governors

Version: 3	Date: September 2023
Approved by Board of Governors:	Date: September 2023
Next Review Date:	September 2024
Written by:	Headteacher



Reach for the stars.

HILL VIEW PRIMARY ACADEMY SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

The governing body's key roles are -

- To provide a strategic view
- To support and challenge
- To ensure accountability

Rationale

At Hill View Primary Academy, we recognise that some pupils may have medical conditions that are long term or even lifelong but that this should not prevent access to a full education including academy trips and sport activities. Our academy is inclusive and aims to support and welcome pupils with medical conditions.

Aims

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 academy trips and sporting activities

The Headteacher will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, 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 the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is: Miss Victoria Buckland (Headteacher).

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 boards to make arrangements for supporting pupils at their academy with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at academy with medical conditions](#).

This policy also complies with our funding agreement and articles of association.

Roles and Responsibilities

The Trust Board

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

The Local Governing Body

The LGB has responsibility for adopting the policy for its academy and ensuring that it is implemented, sufficient resources are directed towards its delivery and monitoring its effectiveness on a regular basis.

The governing body will:

- Ensure that no child is denied admission or prevented from taking up a place because arrangements to support their medical condition have not been met
- Have a responsibility to ensure that arrangements are put in place in academy to support pupils with medical conditions
- Help develop, review and update the Supporting Pupils with Medical Conditions policy.
- Ensure that the policy is readily accessible to parents and staff
- Ensure that academy leaders consult health and social care professionals, pupils and parents to ensure the child's needs are effectively supported
- Ensure appropriate training is provided for staff caring for children with medical needs
- Ensure trained and competent staff are protected legally should an allegation of negligence be made

Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and ensure it's actioned in line with all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that academy staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure the academy nursing service is contacted in the case of any pupil who has a medical condition that may require support at the academy, but who has not yet been brought to the attention of the School Nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure that the information that the academy holds is accurate and up to date and that there are good information sharing systems in place for the Individual Health Care Plan
- Ensure pupil confidentiality so only those that need to know about a child's condition know but make sure enough staff are aware of a child's medical condition to take into account staff absence

All Staff

Supporting pupils with medical conditions during academy hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Staff will:

- Ensure they have read and understood the academy's Supporting Pupils with Medical Conditions Policy

- Know and understand which pupils in their care have a medical condition and familiarise themselves with the contents of the pupil's Individual Health Care Plan
- Carry medication on academy trips for pupils who require it
- Ensure pupils have appropriate food and medication with them, during exercise, and are allowed to take it when needed
- Ensure pupils are not prevented from toileting if required
- Maintain effective communication with parents including informing them if their child has been unwell while in the academy
- Recognise and understand the importance of medication being taken as prescribed, and follow the procedure on the administration and storage of medicines. They follow the academy's clear guidance about record keeping. (See First Aid Policy)

Teaching Staff (in addition to above)

- Teachers have a responsibility to ensure pupils who have been unwell, catch up on missed work
- Are aware that medical conditions can affect a pupil's learning and provide extra help when required
- Liaise with parents, the pupil's health care professionals, Special Educational Needs Coordinator and welfare officers if a child is falling behind with their work, due to their condition

Academy Office Manager

The Academy Office Manager will:

- Assess the training and development needs of staff and arrange for them to be met
- Maintain and coordinate First Aid training
- Compile a list of First Aid trained staff in the academy
- Maintain list of trained staff to support specific individual medical conditions e.g. Epi Pen, insulin etc.

Special Educational Needs Coordinator (SENDCo)

The SENDCo will:

- Help to update the academy's Supporting Children with Medical Conditions policy
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Liaise with teaching staff to ensure that pupils who have been unwell catch up on missed academy work

Parents/Carers

Parents/carers will:

- Provide the academy with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's Individual Health Care Plan (IHP) and will be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment
- Ensure all medication is in date and is clearly labelled with the pupil's full name
- Inform the academy about the medication their child requires during academy hours, while taking part in visits, outings and other out of academy activities.
- Tell the academy about any changes to their child's medication in terms of what they take, when and how much

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Pupils will:

- Be involved in the development and review of their IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP
- Ensure they tell their parents, teacher or staff member if they are feeling unwell

Equalities

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 comply fully with the Equality Act 2010 and will make reasonable adjustments to enable all 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.

Individual Healthcare Plans

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

Where a care plan is in place, the office will send a reminder to parents/carers a month before it is due to be reviewed. It is the parent/carer's responsibility to ensure they are updated.

Allergy Action Plans usually last 2-5 years depending on the age of the child. Please give a coloured copy, signed and with emergency details, to the school office to keep a copy of.

We will need all copies of the seizure care plan for each child that receives Buccolam. Please note that these need to be current and reviewed annually.

If there are any changes during the year in regards to medication or needs, please bring any documentation to the office and arrange a meeting to update any care plans in place.

These will be used alongside the school's care plans, which then will be shared with all relevant staff working with the child/children.

Any medication given to us should be clearly labelled and within date.

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 Principal/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 be linked to, or become part of, any statement of special educational needs (SEN) or education, health, and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

We 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 Principal/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

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil by a doctor without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Medications that have NOT been prescribed by a GP should NOT be given.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage, and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required

Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All prescribed controlled drug are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Pupils Managing their Own Need

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.

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.

School Nurses and other Healthcare professionals

Our school nursing service will notify the academy when a pupil has been identified as having a medical condition that will require support in academy. This will be before the pupil starts at Hill View, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

Being Notified when a Child has a Medical Condition

When the academy 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 academy 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 academy. See Appendix 2.

Staff Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with SENDCo. Training will be kept up to date.

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

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Pupils with SEND

We recognise that some children with medical conditions may also have special educational needs and disabilities (SEND). The Academy will aim to identify and assess any pupils with SEN and medical conditions as early as possible and take appropriate and reasonable action for support so that pupils with SEN and medical conditions can engage in the activities of the academy alongside other pupils.

Unacceptable Practice

Hill View Primary Academy recognises that it is not acceptable practice to:

- 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 academy activities, including lunch, unless this is specified in their individual healthcare plan
- If the child becomes ill, send them to the academy 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. for hospital appointments
- Prevent pupils from eating, drinking or taking toilet breaks whenever they need to in order to manage their condition effectively
- Require parents, or otherwise make them feel obliged, to attend academy to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the academy is failing to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of academy life, including academy trips, e.g. if it is considered after consultation with all relevant parties that it is in the best interests of the child and their family we will invite parents to accompany their children on trips

Record Keeping

The Headteacher will ensure that 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

Liability and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the academy's level of risk.

We are members of the Department for Education Risk Protection Arrangement (RPA). Under this we have unlimited cover for Employer liability, Third Party Public Liability and Professional Liability.

Complaints

Should parents or pupils be dissatisfied with the support provided by the academy to pupils with medical conditions, they should in the first instance discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the academy's complaints procedure. This can be found on the academy's website and hard copies can be obtained from the academy office.

This policy will be reviewed and approved by the governing body every two years.

This policy should be read in conjunction with the following academy policies:

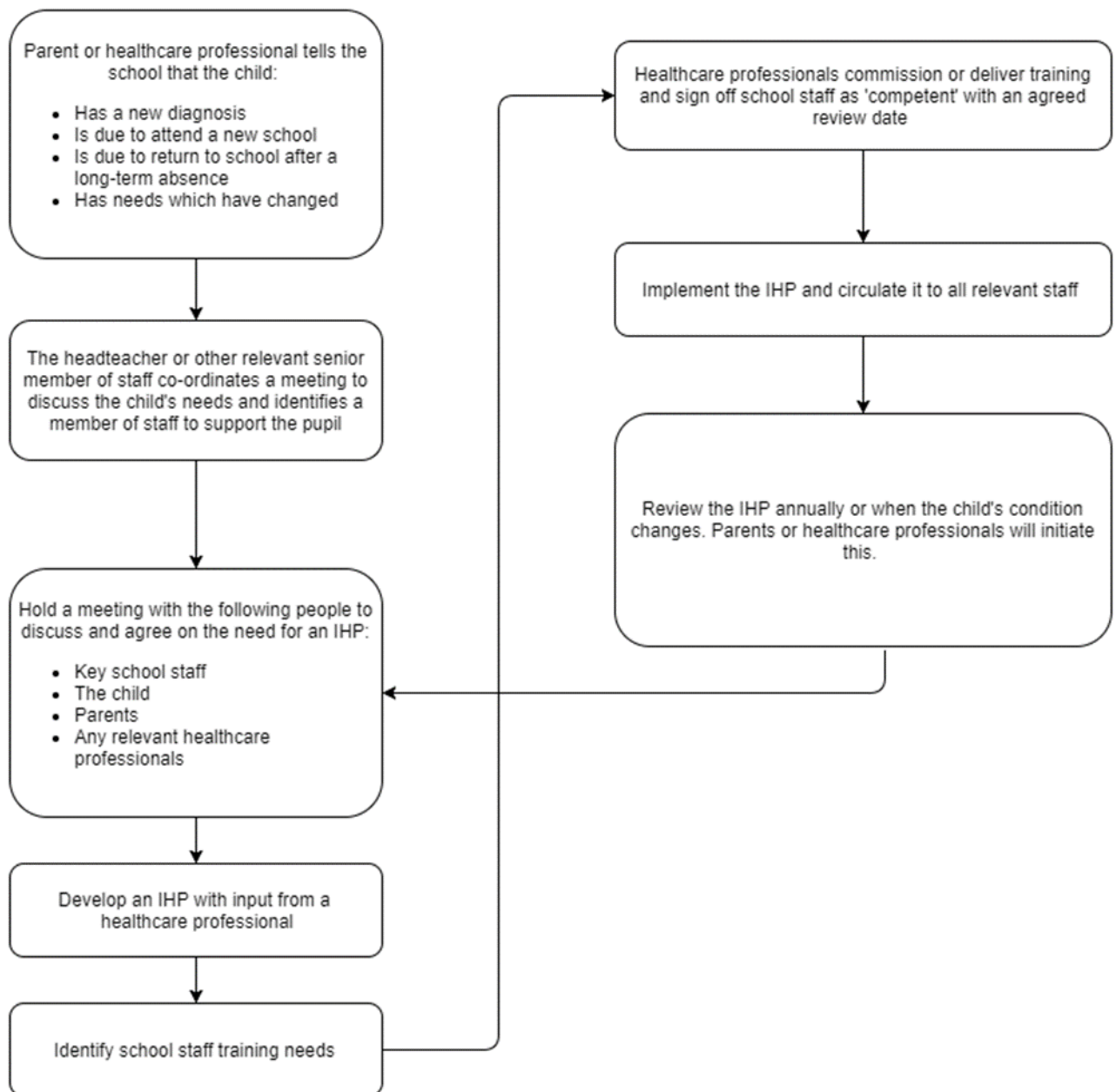
- Accessibility Plan
- Equality Policy and Objectives
- First Aid Policy
- Intimate Care Policy
- Health and Safety
- Safeguarding and Child Protection
- Special Educational Needs and Disabilities information Report and Policy
- Educational Visits Policy

Appendix 1 Being notified a child has a medical condition

Appendix 2 Individual Health Plan (IHP) template

Appendix 3 Administering Medication Consent Form

Appendix 1: Being notified a child has a medical condition



Appendix 2 - Individual Health Plan

Name	
DOB	
Address	
NHS number	
Allergies	
IHP review date	

2. Outline of Key Medical Issues

Add a brief summary of the key medical issues, including any emergency actions required. Please refer to section 9.

3. Family Details

Name	
Relationship	
Home Number	
Mobile Number	
Work Number	
Email	
Emergency Number	

Name	
Relationship	
Home Number	
Mobile Number	
Work Number	
Email	
Emergency Number	

Who does your child live with?	
--------------------------------	--

4. Other Professionals Information

Roles	Name	Contact details
Key Worker		
Consultant Paediatrician		
Hospital GP		
Class Teacher		
Headteacher		
SENCo		
Relevant Teaching staff		
Relevant Care Staff		
Healthcare Practitioner		

5. Medical History

Medical History	Treatment

6. Medications

Medical Condition	Medication	Dose	Time	How to be administered

7. Behaviour and Concentration

What affect does the treatment of the medical condition have on behaviour or concentration?	
What relevant side effects does the medications have?	

8. Everyday Monitoring (if required)

What monitoring is required?	
When does it need to be done?	
What equipment is required?	
How is it done?	
What is the target figure?	

9. Medical Emergency Situations

What is considered an emergency situation?	
What are the signs and symptoms?	
What are the triggers?	

What action needs to be taken?	
Any follow up actions required?	
Does the school environment affect dealing with an emergency?	

10. Impact on Child's Learning

How does the child's medical condition affect their learning?	
Does the child require any further assessments of their learning?	

11. Physical Activity

Are there any physical restrictions caused by the medical condition?	
Is any extra care needed for physical activity – If so, what?	
Actions before exercise	
Actions during exercise	
Actions after exercise	

12. Residential and Day Trips Away

What care needs to take place?	
When does it need to take place?	
If needed, is there somewhere for care/tests to take place?	
Who will look after medicine and equipment?	
Who outside the school needs to be informed about the pupil?	
Who will take overall responsibility for the child on the trip?	

13. School Environment

Can the school environment affect the child's medical condition?	
What changes can the school make to deal with these issues?	
Location of school medical room	

14. Other General Health Needs

Other issues that should be noted (e.g. dietary, BMI)	
---	--

15. Immunisations

Which immunisations has the child received?	
---	--

16. Staff training

What training is required?	
Which staff members need to be trained?	
Date of which training has been completed?	
What date do staff need a refresher?	

17. Any further, relevant information, please write here: -

--

18. Signatures

	Name	Signatures	Date
Parent / Carer/legal guardian			
Healthcare Practitioner			
Head Teacher			
Healthcare Professional			

Appendix 3. Consent Form

REACH SOUTH ACADEMY

PARENT /CARER/ LEGAL GUARDIAN CONSENT FORM TO ADMINISTER MEDICATIONS & FIRST AID

Name of child:	
Date of birth:	
Child's GP:	
Nominated contact (Parent/Carer/legal guardian):	
Phone number:	

I consent to my child being administered the prescribed medicine given at Hill View Primary Academy by academy staff, in accordance with the information provided by my child's GP and myself. I understand that it is in the school's policy not to force children to take their medicine if they refuse to do so. In the event of this occurring, the nominated contact will be notified.

I agree to ensuring that all medication is replenished when required and in date.

I understand that the governing body and staff at Hill View Primary Academy cannot accept responsibility for any adverse reaction my child may experience, as a consequence of being administered the prescribed medication at my request. I also give consent for first aid to be given to my child at any time, as well as treating minor ailments with home remedies that are mentioned in the Academy's supporting pupils with medical needs policy. If this occurs then I want to be informed either by phone, first aid information sheet or email.

Name:	
Signed	
Date:	
Relationship to child:	

