



## **Denefield School**

# **Supporting Pupils at School with Medical Conditions**

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Location of policy	Website



## Supporting Pupils at School with Medical Conditions

### Status

Statutory

### Purpose

This policy is part of our overall strategy to safeguard and promote the welfare of all children. At Deneield School we recognise that students with medical conditions, in terms of both physical and mental health, need to be properly supported so that they can have full access to education, including physical activities and out of school visits. We aim to provide appropriate care and support to all students with medical conditions to ensure they receive the best education possible and can play a full and active role in school life, remain healthy and achieve their academic potential.

### Who/What was consulted

Department for Education's statutory guidance "Supporting pupils at school with medical conditions" (December 2015). Equality Act 2010

### Roles and Responsibilities

The Headteacher will:

- ensure that arrangements to provide effective support for students with medical conditions are put in place and that these are developed in partnership with healthcare professionals where necessary
- ensure that the school consults with, and is advised by, healthcare professionals, where necessary, when considering how to support students with medical conditions
- ensure that the school listens to and values the views of parents and students on how to support students with medical conditions
- assume overall responsibility for the implementation of this policy
- ensure that this policy is shared with all staff, including supply teachers, and that they understand their role in its implementation
- ensure that sufficient staff are properly trained to provide the support needed by students with medical conditions in normal, contingency and emergency situations
- ensure that all staff who need to know are aware of students' medical conditions
- ensure that Individual Healthcare Plans are developed where required for students with medical conditions and regularly reviewed
- ensure that risk assessments will be undertaken for educational visits and off-site activities
- ensure that the school nursing service is contacted for any student who may require medical support at school

The Trust Board will:

- ensure that the arrangements put in place by the school to support students with medical conditions are sufficient to meet its statutory responsibilities in accordance with the statutory guidance provided by the Department for Education
- ensure that the arrangements put in place by the school to support students with medical conditions focus on the individual needs of each student and how their medical condition affects their participation in school life
- ensure that this policy is properly implemented and shared with staff and parents
- ensure that an appropriate level of insurance is in place and that it appropriately reflects the level of risk

Staff will:

- put the welfare and wellbeing of students first at all times
- ensure they are aware of the needs of any students with medical conditions
- take appropriate steps to support students with medical conditions, including making reasonable adjustments in lessons
- be aware of the policy for supporting students with medical conditions and understand their role in its implementation
- be aware of how a student's medical condition will impact on their participation in out of school and sporting activities
- undertake appropriate training before taking on responsibility to support students with medical conditions
- understand that they must not administer prescription medicines or undertake healthcare procedures without appropriate training
- make sure they know what to do and how to respond when they become aware that a student with a medical condition needs help

The Lead First Aider will:

- conduct a medical condition questionnaire with parents annually or sooner if required
- maintain the database of students with medical conditions
- develop and monitor IHCPs where necessary, in partnership with parents/carers, students, healthcare professionals and members of the relevant House team and ensure these are shared with appropriate staff
- oversee the storage of medicines, ensuring that they are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- ensure that the training of first aid team is up-to-date
- liaise with healthcare professionals as necessary

The First Aid team will:

- record details of any medicines administered
- attend regular first aid training in order to keep their qualifications up-to-date

The House team will:

- ensure they are aware of the needs of any students with medical conditions
- work in partnership with parents/carers, students, any relevant healthcare professionals and the Lead First Aider to identify and put in place any support required in school
- work in partnership with parents/carers, students, any relevant healthcare professionals and the Lead First Aider to develop and monitor IHCPs where necessary
- share information about students with medical conditions with other staff as is appropriate
- make reintegration arrangements for any student returning from a period of hospital education or home tuition

School nurses will:

- be responsible for notifying the school when a student has been identified as having a medical condition that will require support in school
- assist in developing an IHCP if one is deemed necessary

Parents will:

- provide the school with sufficient and up-to-date information about their child's medical condition and the support required from school
- work in partnership with the Lead First Aider and any Healthcare professionals to develop an IHCP if one is deemed to be necessary
- provide any medicines or medical equipment required and ensure that these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- complete a permission for school to administer medication form if necessary
- ensure that the school is kept informed of any changes to their child's condition or medication
- collect any medicine that is no longer required or that is out-of-date for safe disposal
- ensure they or another nominated adult are contactable at all times

Students will:

- work in partnership with their parents/carers, any relevant healthcare professionals, the Lead First Aider and members of their House team to provide up-to-date information about their medical condition and to identify any support required in school
- work in partnership with their parents/carers, any relevant healthcare professionals, the Lead First Aider and members of their House team to develop an IHCP if one is deemed to be necessary
- where possible, carry their own medicines and relevant devices in order to manage their medical condition

### **Identification**

We will work with parents and healthcare professionals to ensure that arrangements are put in place to support students with a medical condition. Parents will be asked to complete a medical condition questionnaire at the start of each academic year to enable us to identify which of our students have a recognised medical condition that requires support in school.

### **Individual Healthcare Plans (IHCPs)**

Individual Healthcare Plans can help to ensure that students with medical conditions are properly supported. The main purpose of an IHCP is to identify the level of support that is needed at school for an individual student with a recognised medical condition. The IHCP clarifies for staff, parents/carers and the student the help the school can provide. An IHCP will be deemed to be necessary if a student requires additional support in school. It will include:

- Details of the student's medical condition
- Details of the student's needs (including medication and side effects, other treatments, equipment, dietary requirements etc.)
- Specific support for educational, social and emotional needs
- Level of support required and who will provide this
- Who in school needs to be aware of the student's condition and the support required
- Arrangements for the administration of medicines during school hours
- Details of what to do in an emergency, including who to contact and any contingency arrangements.

An IHCP will be developed in partnership with the student and their parents, the student's relevant healthcare professional (if appropriate), the Lead First Aider and the relevant House team (if appropriate). A copy of the IHCP will be given to parents/carers and the student's House team. A copy will be retained by the Lead First Aider and it will be recorded on SIMS that an IHCP exists.

An IHCP will be reviewed at least annually or whenever there is a change to the medical condition or medication.

Students with a severe allergy will have an allergy plan as well as an IHCP. Where a student has a Statement of Special Educational Needs/EHCP or a SEN passport, the IHCP will become part of the EHCP or SEN passport.

### **Prescribed Medicines**

Prescribed medicines will only be administered at school when it would be detrimental to a child's health not to do so. Parental consent (given through the signing of the permission to administer medication form) is required before prescribed medicines will be administered at school. They will only be administered by a member of the First Aid team.

Prescribed medicines will be stored in the First Aid Room. The First Aid Room is locked when not in use. A key is available to all First Aiders and a spare key is kept in front reception.

Prescribed medicines will only be accepted by the school if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (the only exception being insulin which must be in date but will generally be inside an insulin pen or pump rather than its original container).

Students should not carry any medication in school except for inhalers, insulin pumps, EpiPens or auto-injectors where appropriate and this will be detailed on a student's IHCP.

The school maintains written records of any medicines administered on SIMS.

### **Non-Prescription Medicines**

Non-prescription medicines will only be administered by a member of the First Aid team once parental consent has been given. Medicine containing aspirin will not be given to any students under 16 unless prescribed by a doctor.

### **Training**

Staff who undertake responsibilities under this policy will receive appropriate training. The training provided will reflect the needs of the student population and it will be reviewed annually.

The local authority nurse will provide training for staff on EpiPen's and auto-injectors. Staff sign the training record and agree to administer EpiPen's or auto-injectors should the need arise.

All members of the first aid team attend a 3-day course every three years. Training certificates are retained and logged by the school.

### **Educational visits and Off-site activities**

At Denefield School we will make every effort to ensure that students with medical conditions can access all aspects of the curriculum including day trips, residential visits and sporting activities. When preparing a risk assessment, we will consider any reasonable adjustments required in order to enable a student with a medical condition to participate fully and safely. We will consult with parents and relevant healthcare professionals as appropriate. Additional safety measures may need to be taken for trips and visits. This assessment will be documented on Evolve (our risk assessment database for educational visits and off-site activities).

Arrangements for carrying and administering any medication will need to be planned as part of the risk assessment and visit planning process. A copy of a student's IHCP will be taken on any educational visits or off-site activities.

### **Emergency Procedures**

In an emergency, the details specified in an individual student's IHCP will be followed.

In the event of an emergency, staff will contact the emergency services. If a student needs to be taken to hospital by ambulance, a member of staff will accompany the student and will remain with the student until his/her parents arrive. If, after discussion with the emergency services, it is recommended that a student is

taken direct to hospital, the school's minibus will be used and two members of staff will accompany the student.

### **Unacceptable Practice**

Denefield School recognises that it is unacceptable to:

- prevent a student from accessing and administering his/her inhaler or medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the view of the student or their parents; or ignore medical evidence or opinion
- send students with medical conditions home or prevent them from taking part in activities for reasons associated with their medical condition
- send students with medical conditions to the first aid room unaccompanied
- penalise students with medical conditions for their attendance record where the absence relate to their condition
- prevent students from drinking, eating or taking toilet 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
- prevent students with medical conditions from participating fully in school life

### **Complaints**

In the event of any parent or student being dissatisfied with the support provided by the school, the issue should be discussed with the Headteacher. If a resolution cannot be reached informally, parents should make a formal complaint via the school's Complaints Policy. If the complaint cannot be resolved in this way, then a complaint can be made to the Department for Education.

### **Arrangements for Monitoring and Evaluation**

This policy will be reviewed regularly and will be updated in response to new guidance and/or legislation as necessary.

The governing body will receive an annual medical conditions report which will include:

- the number of students with permanent or long-term medical conditions
- the number of students with IHCPs
- the training undertaken by staff to support students with medical conditions
- a summary of the overall support provided to students with medical conditions

### **Links to Other Policies**

This policy should be read in conjunction with:

Complaints Policy Procedure

Drugs Policy

Education visits and Off-site Activities Policy

Health and Safety Policy

Safeguarding and Child Protection Policy

Special Educational Needs Policy

## Appendix 1: Medical Questionnaire

Student Name: _____	
<b>If you answer YES to any of these questions, please speak to our receptionist at your transition meeting as you will be required to provide further information.</b>	
Does your child have a medical condition that may require medical intervention or further support whilst at school?	<b>YES / NO</b>
Brief details	
Does your child have a diagnosed medical condition that may require medication to be administered at school?	<b>YES / NO</b>
Brief details	
Does your child have any physical or mental health difficulties that may impact on their learning? Eg hearing or visual impairment, mobility problems, anxiety or depression.	<b>YES / NO</b>
Brief details	
Is your child under any other external agencies or educational health care professional? Eg CAMHs, Educational Psychologist.	<b>YES / NO</b>
Brief details	
There may be times when the first aid team may feel it beneficial to provide your child with paracetamol. We will only do this with your consent and require your written permission to do so.	
I hereby give permission for paracetamol to be given if considered necessary by school's first aid staff.	<b>YES / NO</b>
Doctor _____ Tel. no _____ Surgery address _____ _____	
<b>Signed</b> Parent/Carer _____ <b>Name</b> (please print) _____ <b>Date</b> _____	

## **Process to identify support required for students with medical conditions and develop IHCPs**

### **Appendix 2:**

School is notified by parents or healthcare professional that a child has a recognised medical condition.

Lead First Aider contacts parents to discuss support required for student in school.

If support required involves only the administration the medication, the Lead First Aider, in partnership with the parent/carer will complete the IHCP basic paperwork. Parents complete and sign permission to administer medication form.

If the medical condition requires more than just the administration of medication, the Lead First Aider along with a member of the relevant House team will co-ordinate a meeting with parents and any relevant healthcare professionals to discuss the child's support needs. If the student also has a special educational need, the Assistant Head for Inclusion will attend.

If an IHCP is deemed to be necessary, this will be developed at the meeting and then shared with the relevant staff in school.

Any training necessary will be provided to staff.

IHCPs will be reviewed annually by the Lead First Aider or earlier due to changes in the medical condition or medication.

### Appendix 3 – Individual Healthcare Plan (IHCP)

Student Name:		Student Photograph
Date of Birth:		
Tutor Group:		
Student Address:		

<b><u>Priority 1 Contact Information</u></b>	
Name:	
Telephone No. – Home:	
Telephone No. – Mobile:	
Telephone No. – Work:	
Relationship to student:	
<b><u>Priority 2 Contact Information</u></b>	
Name:	
Telephone No. – Home:	
Telephone No. – Mobile:	
Telephone No. – Work:	
Relationship to student:	
<b>Medical diagnosis or condition</b>	
<b>Date of diagnosis</b>	
<b>Current Medication</b>	

<b>Triggers, signs, symptoms and treatments</b>	
Student's GP Practice: Telephone No: GP's Name:	
Clinic/Hospital: Contact Name: Contact Number:	

The above

What is an emergency situation for this student:
In the event of an emergency situation what actions are needed:
Specific support for the student's educational, social and emotional needs: (eg how absences will be managed, use of rest periods or additional support in catching up with lessons, facilities/equipment required, counselling sessions)

information is, to the best of my knowledge, accurate at the time of writing and I will inform the school immediately, in writing, if there are any changes:

	<b>Signed</b>	<b>Print</b>	<b>Date</b>
<b>Parent/Carer</b>			

	<b>Signed</b>	<b>Print</b>	<b>Date</b>
<b>Student Support Administrator</b>			

## Appendix 4: Permission to Administer Medicine Form

Denefield School will not give your child medicine unless you complete and sign this form (in accordance with the Managing Medicines in School Policy, 2014)

Name of student:	
Date of birth:	
Tutor group:	
Medical condition or illness:	

Name 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:	

Yes/No

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Priority 1 Contact Details	
Name:	
Telephone No:	
Address:	
Relationship to student:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand I must deliver all medication personally to a member of the First Aid team

**Signature:**

**Date:**