



FALINGE  
PARK  
HIGH  
SCHOOL

# Supporting pupils with medical conditions policy

**Date: September 2017**

## Document Control

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## Document Approvals

This document requires the following approvals:

<b>Approval Sought From</b>	<b>Name</b>	<b>Date</b>
Governors	The SEG Group	pending

## Document Distribution

This document will be distributed to:

<b>Individual/Group</b>	<b>Job Title/Group Type</b>	<b>Distribution Date</b>
Staff Share	All Staff	pending

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## **POLICY STATEMENT**

This school has a supportive, family ethos where everyone is encouraged to achieve their potential. This school is an inclusive community that welcomes and supports pupils with medical conditions. We work together in collaboration and are fully committed to furthering learning through creating a compelling learning experience.

This school provides all pupils with any medical condition the same opportunities as others at school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

## **AIMS OF THIS POLICY**

This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. Our objective is to create a compelling learning experience and feel that learning is at the forefront of everything we do and encompasses the learning of the children. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. This school will listen to the views of pupils and parents. Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole school and local health community understand and support the medical conditions policy.

This school understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

## **ROLES AND RESPONSIBILITIES**

This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

Stakeholders should include pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations.

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

## THE LOCAL EDUCATION AUTHORITY

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

## HEADTEACHER/GOVERNORS

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Falinge Park High School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Keeping written records of any and all medicines administered to individual pupils and across the school population as per the Administration of Medicines and Emergency First Aid at Work Policy
- Ensuring the level of insurance in place reflects the level of risk.
- To contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, who has not yet been brought to the attention of the school Healthcare practitioner.
- To ensure that parents are aware of the school's Administration of Medicines and Emergency First Aid at Work Policy.
- To ensure that this policy is reviewed annually.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Falinge Park High School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

- Contacting the school nursing service in the case of any child who has a medical condition.

## STAFF

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility, with regard to the Administration of Medicines and Emergency First Aid at Work Policy and recording such actions (see Appendix 4)
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- To complete an Individual Healthcare Plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs.
- To share medical information as necessary to ensure the safety of a child (Via SIMS or the weekly bulletin).
- To maintain confidentiality where possible.
- To contact emergency services if necessary without delay.
- To contact parents with any concerns without delay.

## SCHOOL HEALTHCARE PRACTITIONER

- Will notify the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child joins the school.
- Will provide support for staff when developing Individual Healthcare Plans.

## PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school.
- To follow the school's procedure for bringing medicines into school, their administration and management and provide the necessary consent (see Appendix 3)
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.
- Where necessary, developing an Individual Healthcare Plan (IHP) for their child in collaboration with key school staff and healthcare professionals.

## TRAINING OF STAFF

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive specialist training by external healthcare professionals
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The HR Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **THE ROLE OF THE CHILD**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location and stored as per the Administration of Medicines and Emergency First Aid at Work Policy
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member.

## **INDIVIDUAL HEALTHCARE PLANS (IHP's)**

- Where necessary, an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals. (Appendix 1 and Appendix 2)
- IHPs will be easily accessible whilst preserving confidentiality.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHP identifies the support the child needs to reintegrate

## **EMERGENCY PROCEDURES**

- Medical emergencies will be dealt with under the school's emergency procedures and as per the Administration of Medicines and Emergency First Aid at Work Policy
- Where an Individual Healthcare Plan (IHP) is in place, it should detail:
  - ✓ What constitutes an emergency
  - ✓ What to do in an emergency

- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **AVOIDING UNACCEPTABLE PRACTICE**

Falinge Park High School understands that the following behaviour is unacceptable:

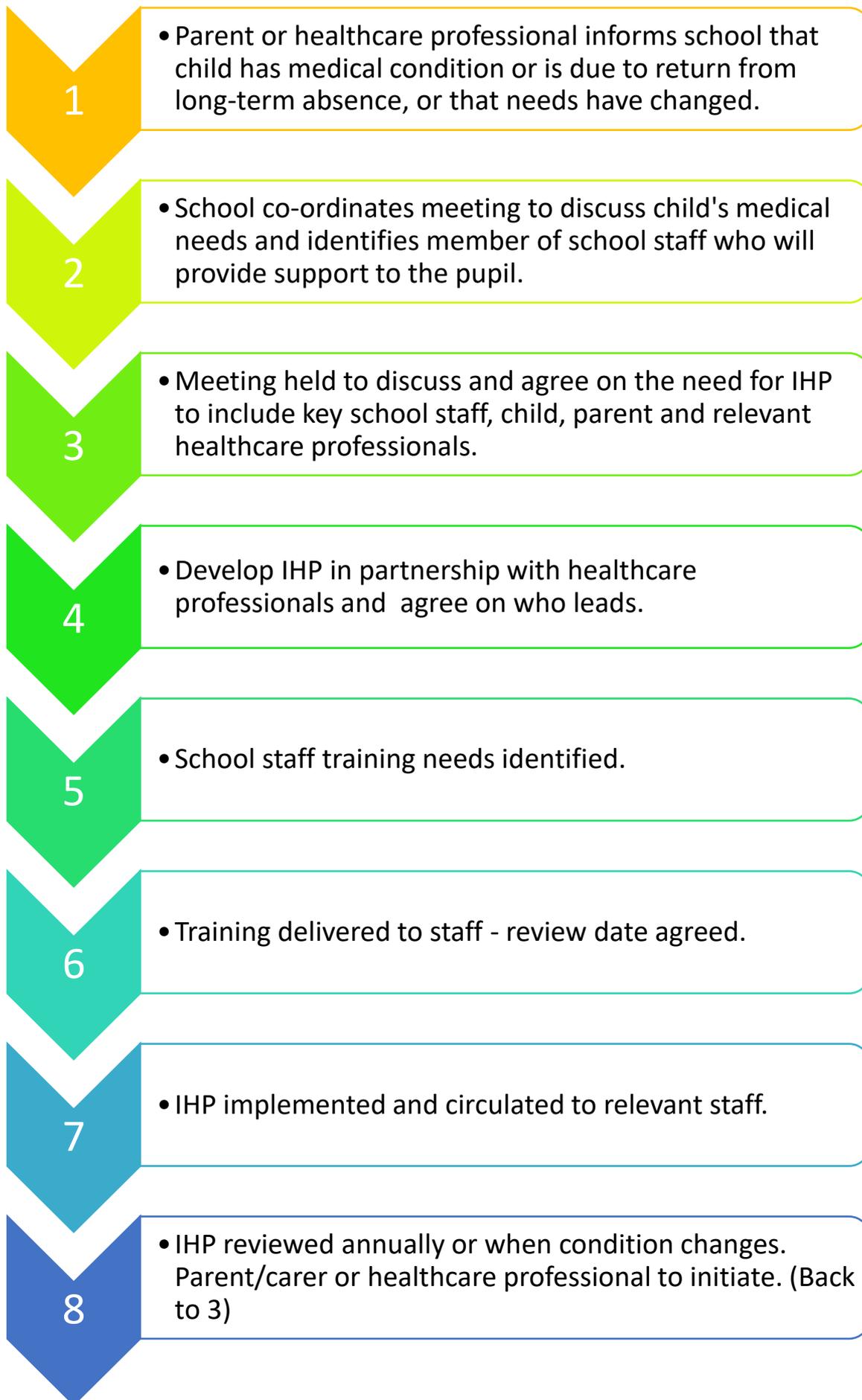
- ✓ Assuming that pupils with the same condition require the same treatment.
- ✓ Ignoring the views of the pupil and/or their parents.
- ✓ Ignoring medical evidence or opinion.
- ✓ Sending pupils home frequently or preventing them from taking part in activities at school
- ✓ Sending the pupil to the medical room or school office alone if they become ill.
- ✓ Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- ✓ Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- ✓ Creating barriers to children participating in school life, including school trips.
- ✓ Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **COMPLAINTS**

The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 - Complaint is heard by Staff Member
- Stage 2 - Complaint is formally heard by the Headteacher. If the complaint is about the Headteacher, this should move directly to Stage 3
- Stage 3 – Complaint is formally heard by the Chair of Governors
- Stage 4 – Complaint is heard by the Governing Bodies' Complaints Appeal Panel

## Appendix 1 - Individual healthcare plan implementation procedure



## Appendix 2 - Individual healthcare plan template

### Individual Healthcare Plan

Child's name

Tutor group

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

**Appendix 3 – Parental agreement for school to administer medicine**

# Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by		
Name of pupil		
Date of birth		
Year Group/Reg	Year:	Reg:
Medical condition or illness		

**Medicine**

Name/type of medicine <i>(as described on the container)</i>		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
Are there any side effects that the school 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

**Emergency Contact Details**

Name	
Daytime telephone no.	
Relationship to pupil	
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 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: ..... Date: .....

Print Name: .....

Relationship to Pupil: .....

**Appendix 4 – Record of Medicine administered to an individual pupil**



## Record of medicine administered to an individual Pupil

Name of Pupil		
Date medicine provided by parent		
Year Group and Reg Group	Year:	Reg:
Quantity received		
Name and strength of medicine		
Expiry date		
Quantity returned		
Dose and frequency of medicine		

Staff signature: .....

	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		