



# Supporting Pupils with Medical Conditions Policy

<b>Review Cycle</b>	Annually
<b>SLT member responsible</b>	SWi
<b>Committee</b>	Resources
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## Contents:

### [Statement of intent](#)

1. [Key roles and responsibilities](#)
2. [Definitions](#)
3. [Training of staff](#)
4. [The role of the child](#)
5. [Individual Healthcare Plans \(IHCPs\)](#)
6. [Medicines](#)
7. [Emergencies](#)
8. [Avoiding unacceptable practice](#)
9. [Insurance](#)
10. [Complaints](#)
11. Appendices
  1. [Individual healthcare plan implementation procedure](#)
  2. [Individual healthcare plan template](#)
  3. [Parental agreement for a school to administer medicine template](#)
  4. [Record of medicine administered to an individual child template](#)
  5. [Record of medicine administered to all children](#)
  6. [Staff training record – administration of medicines](#)
  7. [Contacting emergency services](#)
  8. [Model letter inviting parents to contribute to individual healthcare plan development](#)

## Statement of intent

Litcham School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At Litcham School, we aim to:

- care for the safety, security and happiness of each student;
- provide challenging and demanding courses and a wide range of educational opportunities, matched to the needs and abilities of each student;
- listen and act upon the concerns of students and parents, and respond promptly;
- aim to respond to communications and requests for information within two working days;
- hold Parent Teacher Consultation Evenings and attempt to arrange appointments upon request;
- keep parents informed about general school matters and welcome their active interest;
- undertake regular assessments and provide reports on progress and achievements..

Signed by

\_\_\_\_\_ Headteacher  
\_\_\_\_\_ Chair of Governors  
\_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_

## 1. Key roles and responsibilities

### 1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. 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.

### 1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Litcham School
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints and Concerns Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

### 1.3. The Headteacher is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Litcham School.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.

- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

**1.4. Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.6. A member of staff will be identified to be responsible for administering injections as the need arises.

**1.5. School nurses are responsible for:**

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

**1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health.

- 1.6.2. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Executive Principal, other staff members and healthcare professionals.

## 2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Litcham School, including teachers.

## 3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive relevant identified training, which could include:
  - External courses
  - Medical professionals delivering training in school
  - Other professionals delivering training in school as appropriate
- 3.4. The lead for training is Stuart Wilson.
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.7. The school retains a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

#### 4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. 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.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

#### 5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs and Disabilities Coordinator (SENDCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. 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 IHCP identifies the support the child needs to reintegrate.

#### 6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. Medicines MUST be in date, labelled, and 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.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.8. Medications will be stored securely in reception at the secondary phase and next to reception in the primary phase.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents.
- 6.10. Written records will be kept of any medication administered to children.
- 6.11. Pupils will never be prevented from accessing their medication.
- 6.12. Litcham School cannot be held responsible for side effects that occur when medication is taken correctly.

## 7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures; where first aiders will attend and if necessary contact emergency services.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8. Avoiding unacceptable practice

- 8.1. Litcham 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 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.

## 9. Insurance

- 9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 9.2. The school is insured with Norfolk County Council and their liability insurers for administering medical care to students. Further details are available on request
- 9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

## 10. Complaints

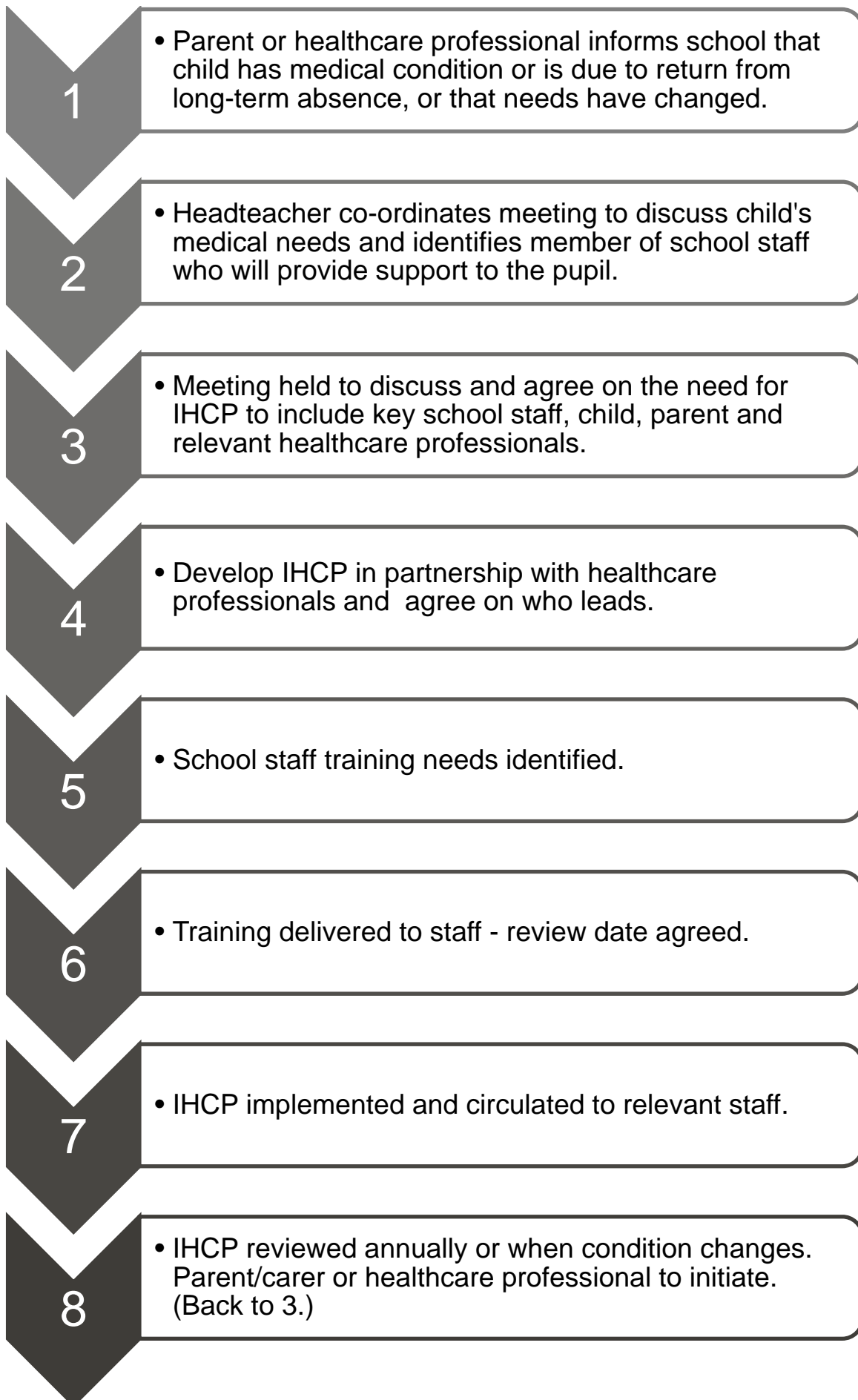
- 10.1. The details of how to make a complaint can be found in the Complaints and Concerns Policy:
  - 10.1.1. Stage 1 – Complaint/Concern heard by Staff Member
  - 10.1.2. Stage 2 – Complaint/Concern heard by Headteacher
  - 10.1.3. Stage 3 – Complaint heard by Governing Bodies' Complaints Appeal Panel (CAP)

Signed:

Dated:

Chair of full governing body

## Appendix 1 - Individual healthcare plan implementation procedure



## Appendix 2 - Individual healthcare plan template

### **Litcham School Individual Health Care Plan** *(where no other care plan is in place)*

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.

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Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision.

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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 a school to administer medicine template



**Parental request for school to securely store/administer medicine  
Form F624b**

<b>Name of School/Setting</b>	Litcham School
<b>Date</b>	
<b>Student Name</b>	
<b>Tutor Group</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	/ /
<b>How much to give (dose to be given)</b>	
<b>When to be given</b>	
<b>Any other instructions</b>	
<b>Number of tablets/quantity to be given to school/setting</b>	
<b>Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Daytime phone no. of parent or adult contact</b>	
<b>Name and phone no. of GP</b>	
<b>Agreed review date to be initiated by [name of member of staff]:</b>	/ /

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/setting 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.

<b>Parent/Carer signature:</b>	<b>Date:</b> / /
<b>Print name:</b>	

**App. 5 Litcham School record of medicine administered to an individual child**



<b>Date</b>	
<b>Time Given</b>	
<b>Dose Given</b>	
<b>Any reactions</b>	
<b>Name of member of staff</b>	
<b>Staff Initial</b>	

## **Appendix 6**

A central record of staff training is retained by the school and reviewed to identify re-training as required.

## Appendix 7 - Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number – **01328 701265**
- Your name.
- Your location as follows: **Litcham School, Church Street, Litcham PE32 2NS / Litcham Primary Phase, Weasenham Road, Litcham PE32 2QT**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.
- Arrange a member of staff to locate themselves outside the school to direct emergency services upon arrival.

Put a completed copy of this form by the phone.



## Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

### RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include **add details of team**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I **or add name of other staff lead** would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,