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<b>Originator:</b> Catherine Murphy
<b>Responsibility:</b> Deputy Principal



## **Supporting Pupils with Medical Conditions Policy**

### **1. Introduction**

- 1.1 Fullhurst Community College ensures students 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".
- 1.2 Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

### **2. Key roles and responsibilities**

#### **2.1. The Governing Body is responsible for:**

- 2.1.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures.
- 2.1.2 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.
- 2.1.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.1.4 Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support students with medical conditions.
- 2.1.5 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 2.1.6 Keeping written records of any and all medicines administered to individual pupils and across the school population.
- 2.1.7 Ensuring the level of insurance in place reflects the level of risk.

#### **2.2. The Principal is responsible for:**

- 2.2.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures.
- 2.2.2 Ensuring the policy is developed effectively with partner agencies.
- 2.2.3 Making staff aware of this policy.

- 2.2.4 Liaising with healthcare professionals regarding the training required for staff.
- 2.2.5 Making staff who need to know aware of a student's medical condition.
- 2.2.6 Developing Individual Healthcare Plans (IHCPs).
- 2.2.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 2.2.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 2.2.9 Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 2.2.10 Contacting the New Parks Children Centre, Nursing Team in the case of any student who has a medical condition.
- 2.3. Staff members are responsible for:**
  - 2.3.1 Taking appropriate steps to support students with medical conditions.
  - 2.3.2 Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
  - 2.3.3 Administering medication, if they have agreed to undertake that responsibility.
  - 2.3.4 Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
  - 2.3.5 Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 2.4. School nurses are responsible for:**
  - 2.4.1 Notifying the school when a student has been identified with requiring support in school due to a medical condition.
  - 2.4.2 Liaising locally with lead clinicians on appropriate support.
- 2.5. Parents and carers are responsible for:**
  - 2.5.1 Keeping the school informed about any changes to their child/children's health.
  - 2.5.2 Completing a parental agreement for school to administer medicine form before bringing medication into school.
  - 2.5.3 Providing the school with the medication their child requires and keeping it up to date.
  - 2.5.4 Collecting any leftover medicine at the end of the course or year.
  - 2.5.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.

2.5.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Executive Principal, other staff members and healthcare professionals.

## **2.6. Definitions**

2.6.1 “Medication” is defined as any prescribed or over the counter medicine.

2.6.2 “Prescription medication” is defined as any drug or device prescribed by a medical profession.

2.6.3 A “staff member” is defined as any member of staff employed at Fullhurst Community College.

## **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 the following training:

- First Aid at Work
- Auto Injector Training
- AED Training
- Administration of medication training

3.4. The lead first aider for this training is Rebecca Findlay.

3.5. No staff member may administer non-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 lead first aider will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **4. The role of the student**

4.1 Where appropriate, students will be encouraged to take their own medication under the supervision of a trained member of staff.

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

5.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO) 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 student’s medical circumstances change, whichever is sooner.

5.4 Where a student 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 student's needs to reintegrate.

## **6. Medicines**

6.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours. If it is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a [parental agreement for a school to administer medicine](#) form.

6.2 No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

6.3 Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

6.4 No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.5 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.

6.6 A maximum of four weeks supply of the medication may be provided to the school at one time.

6.7 All 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 in the Medical Room.

6.9 Any medications left over at the end of the course will be returned to the student's parents.

6.10 Written records will be kept of any medication administered to students.

6.11 Students will never be prevented from accessing their medication.

6.12 Fullhurst Community College 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.

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

## **8. Avoiding unacceptable practice**

- 8.1 Fullhurst Community College understands that the following behaviour is unacceptable:
- Assuming that students with the same condition require the same treatment.
  - Ignoring the views of the student and/or their parents.
  - Ignoring medical evidence or opinion.
  - Sending students home frequently or preventing them from taking part in activities at school
  - Sending the student to the medical room or school office alone if they become ill.
  - Penalising students 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 students participating in school life, including school trips.
  - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## Appendix 1

### **Individual healthcare plan implementation procedure**

1. Parent or healthcare professional informs school that student has medical condition or is due to return from long-term absence, or that needs have changed.
2. Medical Officer co-ordinates meeting to discuss student's medical needs and identifies member of school staff who will provide support to the student.
3. Meeting held to discuss and agree on the need for IHCP to include key school staff, student, parent and relevant healthcare professionals.
4. Develop IHCP in partnership with healthcare professionals and agree on who leads.
5. School staff training needs identified.
6. Training delivered to staff - review date agreed.
7. IHCP implemented and circulated to relevant staff.
8. IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

**FULLHURST HEALTHCARE PLAN****Student's Name:****Student's Year:****Student's Date of Birth:**

<b>Contact details:</b> Parents- Mum-  Dad-  Other-	<b>Description of medical need:</b>
<b>Dietary/Care requirements:</b>	<b>Professionals involved/details of hospital appointments:</b>
<b>Medication information:</b>	<b>Symptoms to be alert for:</b>
<b>What to do if student becomes unwell:</b>	<b>Reasonable Adjustments:</b>



FULLHURST COMMUNITY COLLEGE  
REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form

Name: \_\_\_\_\_ Form: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Male/Female: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Condition or Illness: \_\_\_\_\_

Medication:  
Name/Type of medication (as described on the container): \_\_\_\_\_  
For how long will your child take this medication: \_\_\_\_\_  
Date medication dispensed: \_\_\_\_\_  
Full directions for use:  
Dosage and method: \_\_\_\_\_  
Timing: \_\_\_\_\_  
Special Precautions: \_\_\_\_\_  
Side Effects: \_\_\_\_\_  
Self-Administration: \_\_\_\_\_  
Procedures to take in emergency: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_  
Phone (Mobile): \_\_\_\_\_ Daytime No: \_\_\_\_\_  
Relationship to Pupil: \_\_\_\_\_

I understand that I must deliver the medicine personally to the member of staff and accept that this is a service that the school is not obliged to undertake:  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Relationship to Pupil: \_\_\_\_\_  
Staff Name: \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Record of medicine administered to an individual student**

Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Date				
Time given				
Dose given				
Name of member of staff				

Date				
Time given				
Dose given				
Name of member of staff				

Date				
Time given				
Dose given				
Name of member of staff				

Date				
Time given				
Dose given				
Name of member of staff				

## 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 – **0116 282 4326**
- Your name.
- Your location as follows: **Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH.**
- The exact location of the patient within the school.
- The name of the student 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.

Put a completed copy of this form by the phone.

## 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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 Healthcare Plans will require adjustments to be put in place. 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,

XXXXXX