



SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at Parkfield with medical conditions.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Key points

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing Bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Policy Implementation

All schools and academies are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

Responsibility:

The Governing Body

The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

In making their arrangements, Governing Bodies should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others.

Governing Bodies should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Governing Body should ensure that their arrangements give parents and students confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well

as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.

The School

The named person with overall responsibility for the successful administering and implementation of this Policy is Sam Hanson, Pastoral and Operations Manager and as such she will:

- ensure that sufficient staff are suitably trained
- ensure that all relevant staff will be made aware of the child's condition,
- ensure that a trained member of staff is always available to deal with the required student needs on site
- ensure cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- ensure that students partaking in off-site activities have adequate medical needs support
- be responsible for briefing staff, volunteers and supply teachers
- be responsible for oversight of risk assessments for school visits and other school activities outside of the normal timetable
- preparation and monitoring of individual healthcare plans.

All staff will be expected to show a commitment and awareness of student's medical conditions.

All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in school activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The Role of Staff at Parkfield School

Some students with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For students with SEND, this guidance should be read in conjunction with the SEND Code of Practice and Parkfield School's SEND Policy.

If a student is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such students can access and enjoy the same opportunities at school as any other. The school, health professionals, Parents/Carers and other support services will work together to ensure that students with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how students will be reintegrated back into school after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). A first-aid qualification does not constitute appropriate training in supporting students with medical conditions. Healthcare professionals, including the school nurse, will provide training and

subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Procedures to be followed when notification is received that a student has a medical condition

We will ensure that the correct procedures will be followed whenever we are notified that a student has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when student's needs change and arrangements for any staff training or support. For students starting at Parkfield School, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or students moving to Parkfield school mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements:

- We will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.
- We will ensure that arrangements give Parents/Carers and students confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a student's ability to learn, as well as increase their confidence and promote self-care.
- We will ensure that staff are properly trained to provide the support that pupils need.
- We will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for their medical condition have not been made.
- However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a student in school at times where it would be detrimental to the health of that student or others.

The school does not have to wait for a formal diagnosis before providing support to our students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements must be made about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Where a student has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the student's class should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a student (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the student until the Parent/Carer arrives, or accompany a student taken to hospital by ambulance.

Individual Health Care Plans

Individual Health Care Plans will be written and reviewed by Sam Hanson but it will be the responsibility of all members of staff supporting the individual students to ensure that the Plan is followed.

Individual Healthcare Plans will help to ensure that the school effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They are essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They will be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all students will require one. The school, health care professional and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate.

A flow chart for identifying and agreeing the support a student requires and developing an individual healthcare plan is provided in Appendix A.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans are available in the medical room, staff room, kitchenette on floor 3 and individual teachers who come into contact regularly with students who have an Individual Health Care Plan will also have personal copies.

Plans will capture the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support. Where a student has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their Individual Health Care Plan. Annex B shows a template for the Individual Health Care Plan and the information needed to be included.

Individual Health Care Plans, (and their review), may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the student.

The Individual Health Care Plan must be completed by the Lead Professional (Sam Hanson) with support from Parents/Carers, and a relevant healthcare professional. Students should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the school.

The school will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed. They will be developed and reviewed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social well-being and minimises disruption. Where the student has a SEND identified in a statement or EHCP, the Individual Health Care Plan should be linked to or become part of that statement or EHCP.

Appendix B provides a template for the Individual Health Care Plan but it is essential that each one includes:

- 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 eg 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 (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required;
- arrangements for written permission from parents and the Principal 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 child can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

If a student is self-managing their medication, this should 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 student'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 student's condition and the support required
- arrangements for written permission from Parents/Carers for medication to be administered by a member of staff, or self-administered by the student 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 student can participate, e.g. risk assessments

Where confidentiality issues are raised by the Parents/Carers or student, the designated staff to be entrusted with information about the student's condition should know what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

Staff training and support

The school will provide whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy at least annually and as part of new staff induction arrangements.

Relevant healthcare professionals will be invited to inform staff about specific students with Individual Health Care Plans in order that all medical conditions affecting pupils in the

school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Staff will be supported in carrying out their role to support students with medical conditions by providing opportunities for the appropriate accredited training commissioned through the Local Authority or Bournemouth and Poole Hospital Trust.

An audit of staff medical and first aid training will be kept by Sam Hanson and reviewed on a regular basis to ensure that qualifications and training are kept up-to-date.

Any member of school staff providing support to a pupil with medical needs should have received suitable training. This should have been identified during the development or review of Individual

Healthcare Plans. Some staff may already have some knowledge of the specific support needed by a student with a medical condition and so extensive training may not always be required.

Staff who provide support to pupils with medical conditions must be included in meetings where this is discussed.

The relevant healthcare professional will lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

Training must ensure that staff are competent, have confidence in their ability to support pupils with medical conditions, and fulfil the requirements as set out in Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans).

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will be key in providing relevant information to school staff about how their child's needs can be met, and parents/carers and child should be asked for their views. They should provide specific advice, but should not be in lieu of training.

Record Keeping

Written records are kept of all medicines administered to students. See Appendix D

Parents should be informed appropriately according to the IHP if their child has been unwell at school.

Emergency Procedures

Procedures and instructions for potential emergency situations should be clearly defined in the Individual Health Care Plans.

If in any doubt staff should call the emergency services followed by calling the parents of the student.

The Student's Role in managing their own Medical Needs

If it is deemed, after discussion with the Parents/Carers, that a student is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the Medical Room to ensure that the safeguarding of other students is not compromised. The school does also recognise that students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a student is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

Day trips, residential visits and sporting activities

The school will ensure that we actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.

Sam Hanson will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and students and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips.

Managing and Administering Medicines

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the school when it would be detrimental to a student's health or school attendance not to do so.
- No student under 16 should be given prescription or non-prescription medicines without their Parents'/Carers' written consent.
- We will not administer non-prescription medicines to a student, if a Parent/Carer wishes a student to have the non-prescription medicine administered during the school day, they will need to come to the school to administer it to their child.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the Medical Room. Students should know where their medicines are at all times and be able to access them immediately. Where

relevant, they should know who holds the key to the storage facility, which will be the office staff.

- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students and not locked away.
- Asthma inhalers belonging to Primary students will be stored in the classroom cupboards where both class teacher and student know how to access them. If a student requires an asthma inhaler it is crucial that there is an inhaler in the school at all times.
- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions.
- The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom.
- Any side effects of the medication to be administered at the school should be noted. Appendix C and Appendix D outline these procedures.
- Written records are kept of all medicines administered to students. These records offer protection to staff and students and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Unacceptable Practice

Although Parkfield School staff should use their discretion and judge each case on its merits with reference to the student's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged)
- send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if a student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require Parents/Carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child including with toileting issues.

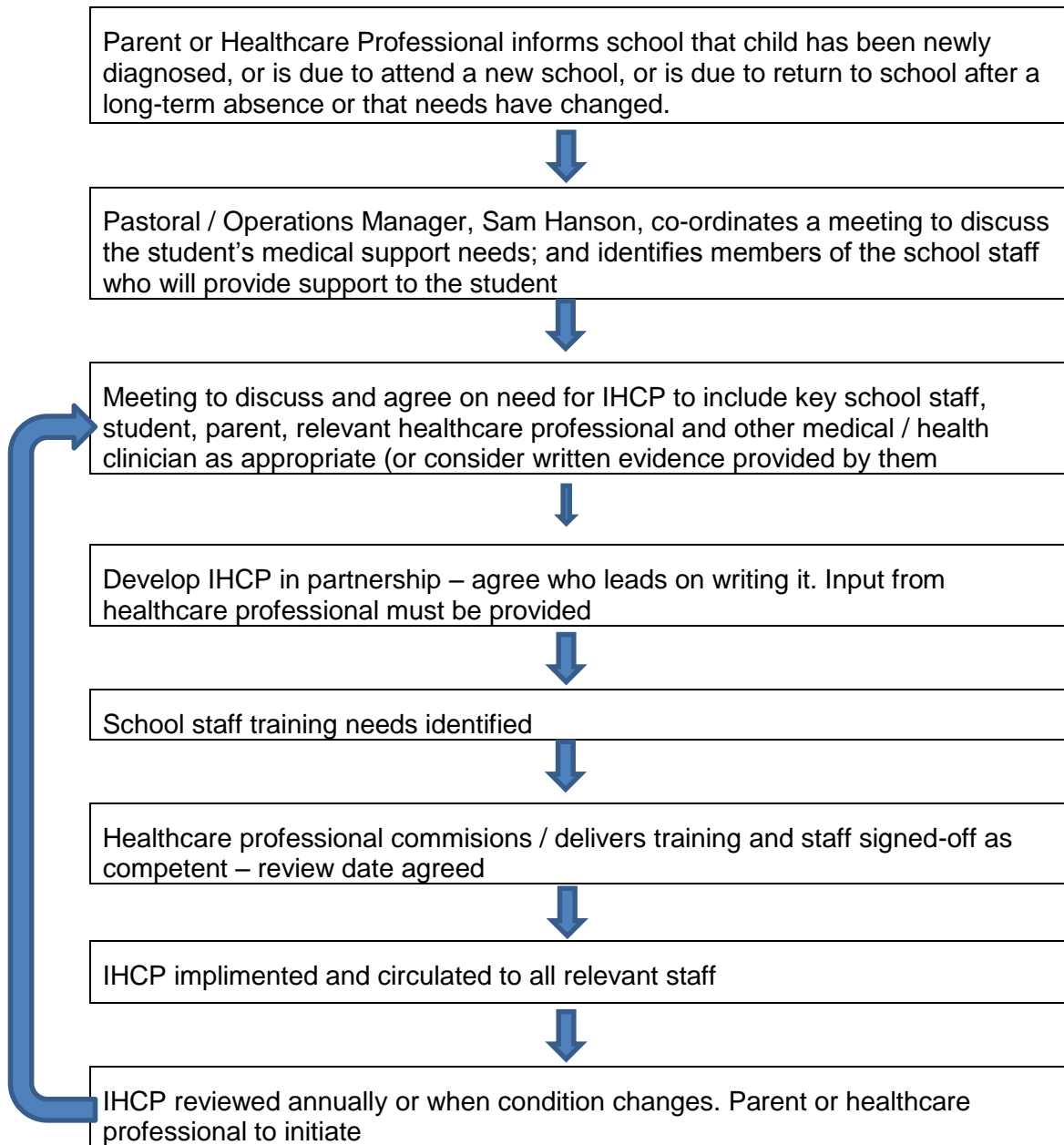
No Parent/Carer should have to give up working because the school is failing to support their child's medical needs; or prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the student.

Complaints

Should Parents/Carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint using the school's Complaints Policy and Procedure.

Appendix A

Model Process for Developing Individual Health Care Plan



Annex B

Parkfield School Individual Health Care Plan

Student's Name	
Class	
Date of Birth	
Address	
Medical Diagnosis or Condition	
Date	
Review Date	

Name of Parent/Carer 1	
Contact Numbers	Work: Home: Mobile:
Relationship to Child	
Name of Parent/Carer 2	
Contact Numbers	Work: Home: Mobile:
Relationship to Child	

Clinic / Hospital Name	
Clinic / Hospital contact	
Contact Number	
GP Name	
Contact Number	
Who is responsible for providing support in school	

Describe medical needs and give details of student'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, contra-indications, administered by/self-administered with/without supervision

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Cont...

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

Staff training needed/undertaken – who, what, where, when

Plan developed with	Signed

Form copied to:

Annex C: Parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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/setting 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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
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/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.

Signature _____

Date: _____

Annex D : Parkfield School - Record of medicine administered to an individual child

Name of student	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

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			

CD Record of medicine administered to an individual child (Continued)

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			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Annex F: Parkfield School Staff training record – Administration of Medicines

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Review Date _____

Annex G: 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.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone
9. Contact parents

