

Supporting Pupils with Medical Conditions Policy

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1. Rationale

The Children and Families Act 2014 (Section 100) places a duty upon the Trust to make arrangements for supporting pupils at school with their medical conditions in line with the statutory guidance issued. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. 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.

The Trust is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. The Trust and its Board must comply with other relevant duties, such as for disabled children or for children with a statement of special educational needs (see also Special Educational Needs Code of Practice and SEND Policy). The Trust remains legally responsible and accountable for fulfilling their statutory duty.

All staff are to be aware of and follow pupils' individual healthcare plans (IHCP), particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal school hours or off the school site. This could extend to a need to administer medication or call for help from the emergency services. In the absence of a healthcare plan, the school's standard emergency procedure will be followed.

2. Definition of medical condition

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

- Short-term affecting their participation in school activities while they are on a course of medication (requiring a Medical Information Consent Form)
- Long-term potentially limiting their access to education and requiring extra care and support (requiring an Individual Healthcare Plan).

Other definitions

"Prescription medication" is defined as any drug or device prescribed by a doctor.

"Staff member" is defined as any member of staff employed by Futures Academies, including teachers.

"Welfare Lead" refers to the member of staff whose role it is to undertake this pastoral support and can be, but is not limited to, the SENDCo, Inclusion Manager or Pastoral Manager.

3. Aims

Our Academies will:

- Welcome and support pupils with medical conditions and make arrangements for them based on good practice.
- Adopt and implement the statutory guidance and the policy.
- Assist parents in providing medical care for their children by developing healthcare plans on notification of their child's medical condition.
- Educate staff and children in respect of providing support to children with medical conditions.
- Arrange suitable training for staff, as required, to support pupils with medical conditions.
- Liaise, as necessary, with parents and medical services in support of the individual pupil.
- Provide emergency support to children in line with their individual healthcare plans.
- Ensure that all children with medical conditions participate in all aspects of school life.

- Monitor and keep appropriate records.
- Provide information on school policies, plans, procedures and systems.

4. Roles and Responsibilities

The Trust Board

The Trust Board will:

- ensure that this policy enables provision of effective support for medical conditions in its academies in line with the Statutory guidance “Supporting Pupils at School with Medical Conditions” December 2015 and any other related guidance from the DfE.
- ensure that the policy complies with its duties under Equality law and the Trust’s Equality Objectives statement and any responsibilities in the SEN Code of Practice.
- focus on the needs of individuals in ensuring that pupils and parents have confidence our Academy’s ability to provide effective support.
- Delegates all responsibility for the day-to-day implementation and delivery of the policy to the Headteacher at each academy.
- The Trust Board will be responsible for the regular review and updating of this policy
- The Trust Board accepts that all employees have rights in relation to supporting pupils with medical needs as follows:
 - ✓ Receive training as appropriate and work to clear guidelines;
 - ✓ Bring to the attention of management any concern or matter relating to supporting pupils with medical conditions.
- The Trust Board will ensure that the level of insurance in place reflects the level of risk.

The Headteacher

The Headteacher will:

- ensure that everyone in the school is aware of the policy and that they understand their role in its implementation.
- ensure that a named individual at each academy oversees the support of pupils with medical needs. In this policy they will be referred to as the Welfare Lead.
- will ensure that the academy liaises with relevant partners, including, (but not limited to), parents, pupils and NHS staff in the delivery of this policy.
- will ensure that written records of any and all medicines administered to individual pupils are held.
- Will ensure that a record of training undertaken by staff and teachers qualified to undertake responsibilities under this policy is maintained.

All Staff

Any member of school staff:

- May be asked to provide support to pupils with medical conditions and develop individual healthcare plans.
- Will take appropriate steps to support children with medical conditions.
- Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- May undertake appropriate training to support specific needs of pupils

- Will be conscious that pupils with medical conditions may be more at risk of bullying and isolation at school
- Will be mindful of the sensitivities around the pupil's condition, and respect this confidentiality, except where it would endanger the pupil

First Aiders

First Aiders will support pupils by administering medication, where consent forms are in place, and support those pupils with long term conditions to administer their own medication under supervision.

The management of medicines can only be carried out by First Aiders who have had relevant and up to date training.

Other roles

Healthcare professionals may also provide notification, support and advice.

Pupils are to provide information and be part of discussions about their medical support needs.

Parents and Carers

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 all relevant information.

Parents and carers are responsible for:

- Providing the Academy with sufficient and up-to-date information about their child's medical needs
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Welfare lead or equivalent, other staff members and healthcare professionals
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or when they have expired. Epipens have a short expiration date.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where possible, arranging for medication to be taken outside of the school day

The role of the child

Pupils are to provide information and be part of discussions about their medical support needs.

Children 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 in agreement with their parents. If this is not possible, their medicines will be located in an easily accessible location

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 relevant member of staff.

5. Individual Healthcare Plans (IHCPs)

Where necessary an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, the Welfare Lead, Special Educational Needs and Disabilities Co-ordinator (SENDCo) and medical professionals.

The IHCP will be easily accessible whilst preserving confidentiality.

Where a pupil has an Education Health and Care Plan, the IHCP will be linked to it or become part of it.

IHCPs will be reviewed at least annually or when a child's medical circumstances change.

Where a pupil is returning from a period of hospital education or alternative provision or home tuition, the academy will work with the LA and education provider to ensure that the IHCP identifies the support that the pupil needs to re-integrate.

6. Training of staff

Teachers and support staff will receive general training on Supporting Pupils with Medical Needs as part of their induction and will receive updates and training as part of their development.

Staff with particular responsibilities will receive appropriate training, including from outside agencies.

No staff member, who has not received the appropriate training, may administer prescription medicines or undertake any healthcare procedures; they can only support students in taking their prescription medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

7. Medicines

Where possible, it is preferable for prescribed medicines to be administered in frequencies that allow the pupil to take them outside of school hours.

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.

No child will be given any prescription medicines without a completed and signed Parental Agreement to Administer Medicine form.

Students who are under 16 are not usually seen by GP's without their parents/carers knowledge and therefore the expectation is that parents are aware of any medication their child/ward is taking. Where the academy is aware that 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. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the Designated Safeguarding Lead at the Academy.

No child under 16 years of age will be given any medication without a doctor's prescription.

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.

A maximum of four weeks supply of the medication may be provided to the school at one time. With the exception of inhalers and Epipens which will require a longer supply.

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.

Medications will be stored in the Medical Room.

Each Academy will have an emergency asthma inhaler and epi pen for anaphylaxis on site however, this can only be used in an emergency once the emergency asthma inhaler form has been completed and signed.

Any medications left over at the end of the course will be returned with the child at the end of the academic year.

Written records will be kept of any medication administered to children.

Pupils will never be prevented from accessing their medication.

Academies cannot be held responsible for side effects that occur when medication is taken correctly.

8. Emergencies

Medical emergencies will be dealt with under the school's emergency procedures.

Where an Individual Healthcare Plan (IHCP) 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.

9. Insurance

Future Academies maintain adequate insurance to cover to staff who provide support to students with medical conditions, providing they have received sufficient and suitable training.

10. Complaints

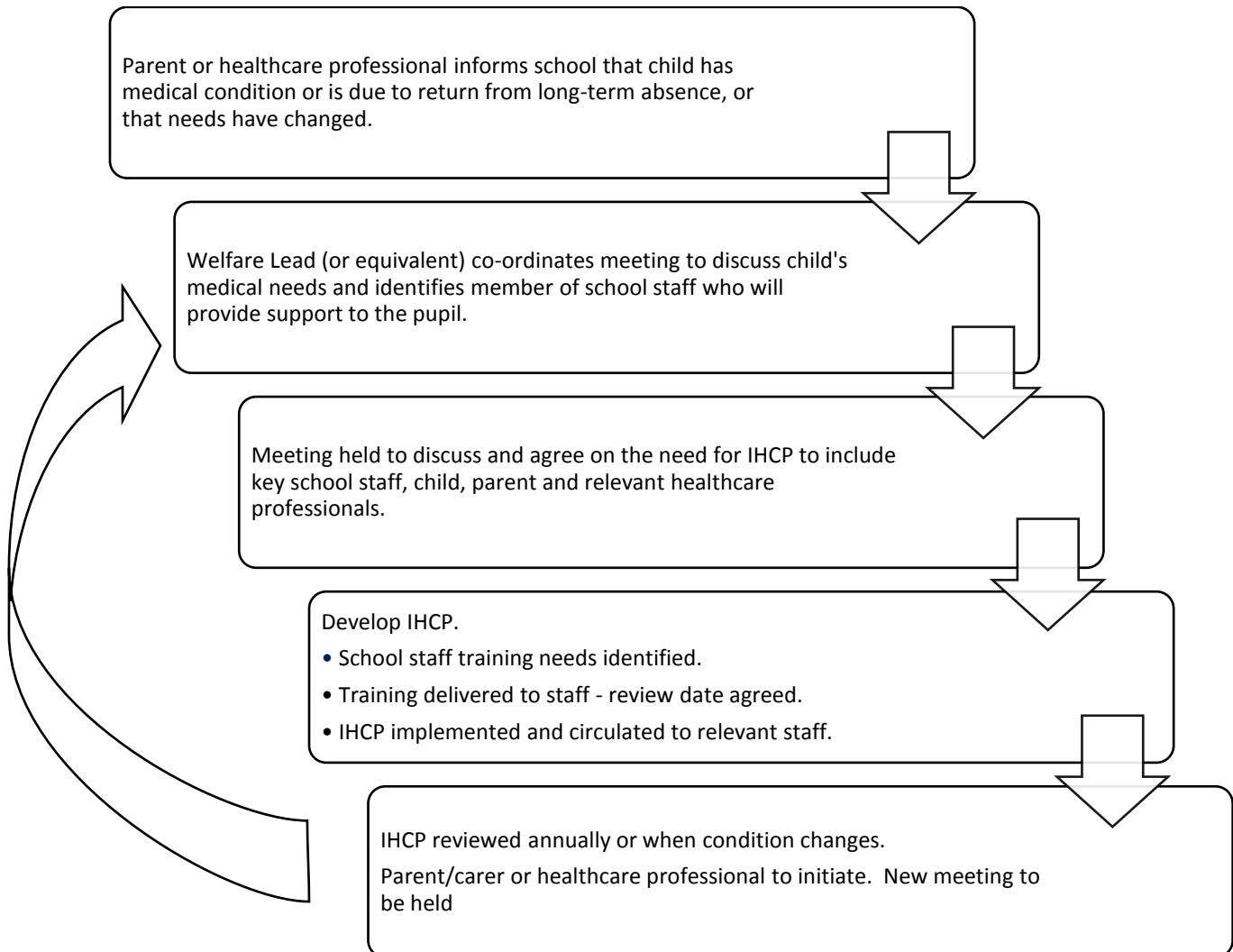
Future Academies' Complaint Policy and Procedures are set out in each Academy's website and on request from the Academy office

Should a parent or carer have a complaint about the support provided for pupils with medical conditions they should in the first instance discuss this with the class teacher / Head of Year. If the matter is not resolved satisfactorily parents have recourse to the following:

- discuss the concern with the Welfare Lead at the Academy
- discuss the concern with the Principal of the Academy

Should the complaint still not be resolved the matter may be raised with the CEO of the Trust. This will enter the Trust's Complaints Policy at Stage 3.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Health Care Plan (IHCP)

Child's name			
Date of birth		Tutor Group	
Child's address			
Medical diagnosis or condition			
Date		Review date	
Family Contact Information			
Name		Relationship to child	
Phone no. (work)		Phone no. (home)	
Phone no. (mobile)			
Name (Alternate)		Relationship to child	
Phone no. (work)		Phone no. (home)	
Phone no. (mobile)			
Clinic/Hospital Contact			
Name		Phone Number	
Hospital		Dept (if relevant)	
G.P.			
Name		Phone Number	
Surgery			
Who is responsible for providing support in school			
Name		Role	
Name		Role	
Name		Role	
Name		Role	

Please complete details on other side of the form

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.
Signed Agreement for administration of medication Form completed <input type="checkbox"/>
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 to administer medicine template

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

Date for review to be initiated :

Name of child			
Date of birth		Tutor group	
Medical condition or illness			

Medicine

Name/type 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?				
Pupil to Self-administer	Yes / No* <small>*Delete as appropriate</small>	Pupil to Carry his / her own medicine	Yes / No* <small>*Delete as appropriate</small>	Office use only <input type="checkbox"/> Approved by Initials: Academy

Please complete information on reverse

Procedures to take in an emergency

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

Emergency Contact Details

Name			
Phone no. (work)		Phone no. (home/ mobile)	
Relationship to child			
Address			
Alternative Contact			
Phone no. (work)		Phone no. (home/ mobile)	
Relationship to child			
Address			

I understand that I must deliver the medicine personally to *[the Welfare Lead]*.

To be completed where the administration of Asthma / Anaphylaxis Medication is requested by this form

Emergency provision of salbutamol inhalers / adrenaline auto injectors (AAI)*

In the event of my child displaying symptoms of asthma / anaphylaxis*, and if their inhaler / AAI is not available or is unusable, I consent for my child to receive treatment from an emergency inhaler / AAI* held by the Academy for such emergencies. *(*delete as appropriate)*

Tick to consent

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.

Signature(s) _____ Date _____

Appendix 4 – Academy log of medicines administered (to be held with the medicines)

Date / time	Pupil Name	Class / Tutor Group	Current Written Request from Parent ✓	Medication administered	Dose	Expiry Date Checked ✓	Staff member initials	Parent to be notified (Y/N)	Parent Notified (Initials of staff member)

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 xxx.

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 [*insert e-mail address*] or to speak by phone if this would be helpful.

Yours sincerely,

[xxxxxxxxxx]

Welfare Lead

Name of Academy		
Name of trainer(s)		
Profession and title		
Training provided by		
Type of training received		
Date of training completed		

I confirm that the attendees below have received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

By signing below I confirm that I have received the training detailed above.

Attendees	
Print Name	Signature

*****REMAIN CALM*****

Dial 999 (or 112 from a mobile) – ask for the Ambulance Service and be ready with the information below.

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

- Your telephone number and location (See below for Academy Addresses)
- Your name
- 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

Primary Schools		
Churchill Gardens Primary Academy	Ranelagh Road London SW1V 3EU	020 7798 2050
Millbank Primary Academy	Erasmus Street London SW1P 4HR	020 7641 5945
Pimlico Primary Academy	Lupus Street London SW1V 3AT	020 7802 1909
Secondary Schools		
Pimlico Academy	Lupus Street London SW1V 3AT	020 7828 0881
Phoenix Academy	The Curve Shepherds Bush London W12 0RQ	020 8749 1141
Laureate Academy	Warners End Road, Hemel Hempstead HP1 3DW	01442 404333

Appendix 8 – Suggested wording for covering letters

For requesting an IHCP

RE: Individual Healthcare Plan

From our records it shows that your child has a medical condition. Please complete the attached form thoroughly so as we have all the information needed to support your child with their medical need. It is imperative that this be filled out as soon as possible so we have this on your child's record. We may wish to invite you into school to discuss your child's need further.

Please do not hesitate to contact me should you require any further information.

For requesting completion of a parental permission to administer medication form

RE: Medication in school

Our records show that your child has a medical need which requires medication. It is your responsibility to complete the attached form to advise us of the medication required.

Please also take careful attention to indicate on the form if your child will be carrying the medicine themselves (where permitted by the Academy) and if you wish them to self-administer the medication.

If your child suffers from asthma or severe allergic reaction, you should ensure that your child carries their medication with them and that we have spare medication on site. Please indicate on the attached form if you permit the Academy to administer their emergency asthma inhalers or Adrenaline Auto-Injectors in the event of an emergency.

All medication must be in date and in the original container as dispensed by the pharmacy. We recommend that you note the expiry date of any medication provided to the school as it is your responsibility to ensure that it is in date. Please complete the attached form and send it back to school along with the medication.

Please do not hesitate to contact me should you require any further information.

For sending medication home / alerting parents to expired medication

Re: Medication

From our records it shows that your child has additional medication at school. For the summer holidays we will be sending this medication home with your child. Should your child need to have the medication stored at school for the new academic year, we ask that you send in the medication on the first day of the new term.

Please advised of the following;

- Should your child be an asthmatic they will be required to carry their own inhaler and also have a spare which stays on the school premises.
- Should they have an Epi-Pen please be reminded that it is your responsibility for them to be in date which at least 8 months left before expiry.
- You will need to inform us of any change in your child's condition.

If you have any questions regarding this, please do not hesitate to contact me.

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