

# Elm Tree Primary Academy



## Supporting Pupils with Medical Conditions Policy

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**Last reviewed on:**

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## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Academy Council will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual care plans (ICP)

**The named person with responsibility for implementing this policy is the Head Teacher.**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The Academy Council

Academy Councilors have ultimate responsibility to make arrangements to support pupils with medical conditions. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual care plans (ICPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of ICPs
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### 3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's ICP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the ICP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### 3.5 Pupils

Pupils with medical conditions may be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. Where appropriate are also expected to comply with their ICPs.

### 3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's ICP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing ICPs.

## 4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an ICP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## 6. Individual healthcare plans

The headteacher has overall responsibility for the development of ICPs for pupils with medical conditions. This has been delegated to **TBC**

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When

### ➤ By whom

Not all pupils with a medical condition will require an ICP. It will be agreed with a healthcare professional and the parents when an ICP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

ICPs will be linked to, or become part of, any education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Academy Council and the headteacher/individual with responsibility for developing ICPs, will consider the following when deciding what information to record on ICPs:

- 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, e.g. 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### 7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### 7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures at a level appropriate to the individual. This will be discussed with parents and it will be reflected in their ICPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the ICP and inform parents so that an alternative option can be considered, if necessary.

### 7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's ICP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their ICPs
- Penalise pupils 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## 8. Emergency procedures

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Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' ICPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of ICPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/named responsible individual. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the ICPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

Academy Councilors will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

ICPs are kept in a readily accessible place which all staff are aware of.

## 11. Liability and indemnity

Victoria Academies Trust Board of Trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## 12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

## 13. Monitoring arrangements

This policy will be reviewed and approved by the Academy Council every three years or earlier if changes occur.

## 14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

This form should be completed by PARENTS or persons with parental responsibility in respect of every pupil on entry to the school, and annually.

### Section A – Child’s Details:

Surname:

Date of Birth:

Forenames:

Address:

Name of School:

### Note:

In the event of certain other activities involving my child being away from school/home, I will be asked to complete an additional form for each activity.

### Section B – Medical Information

This information will be shared with the School Health Nursing Service (SHN) / Community Children’s Nurse to ensure that any medical needs your child may have in school are dealt with appropriately. If you wish to discuss this further, please contact the SHN message taking service on 0121-612 2974.

**1. Your Child's Family Doctor:**

Name:

Address:

Tel:

Medical Card No:

**2. Is your child on any regular medication?**

Yes

No

If yes, please give details:

**3. Is your child under the care of any hospital, please give the Consultant's name and details:**

4. Has your child had any of the following immunisations? (from your red book)

Age Due	Immunisation	Please tick the relevant boxes below and date as appropriate	
2 months	1st Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenzae (Hib), Polio, Men C	<input type="checkbox"/>	
3 months	2nd Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenzae (Hib), Polio, Men C	<input type="checkbox"/>	
4 months	3rd Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenzae (Hib), Polio, Men C	<input type="checkbox"/>	
12-18 months	Measles, Mumps, Rubella (1st MMR) (2nd MMR – usually at 3-5 years)	<input type="checkbox"/>	
3-5 years	Diphtheria, Tetanus, Whooping Cough, Polio Booster	<input type="checkbox"/>	
10-14 years	BCG ( <b>only for children with identified risk factors</b> )	<input type="checkbox"/>	
14 years	Tetanus, Polio and Diphtheria Booster	<input type="checkbox"/>	

5. Does your child suffer from any of the following problems?

	Yes	No		Yes	No
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Hearing Loss	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Poor Vision	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Serious allergic reaction e.g. to medicines/ foods	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Other significant conditions	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked any of the above, please give details:

6. **Personal Accident Insurance**

The local authority does not provide Personal Accident Insurance for individual pupils.

Personal Accident Insurance can be taken out by parents if they think it necessary. They should consult the school to check whether this cover has been taken out on behalf of all school pupils before proceeding.

7. **Emergency Contact Telephone Numbers:** (Please give 2 if possible)

(1)  Name  Daytime Tel No

**Management of children with medical needs in schools**

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(2)

Name

Daytime Tel No

8. **Home Language:** (include dialect if other than English)

Signed:

Date:

(Parent or Guardian with parental responsibility)

**Please return this form as soon as possible to school**

***School to insert own Privacy Notice***

## Appendix 2

### Individual Health Care Plan (IHP) for a child with medical needs

Photo
Photo

Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Current Year/Class:	<input type="text"/>
School:	<input type="text"/>
NHS No:	<input type="text"/>

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#### Family/ carer Contact 1:

Name:	<input type="text"/>
Home Telephone:	<input type="text"/>
Work Telephone:	<input type="text"/>
Relationship:	<input type="text"/>

#### Emergency Contact 2:

Name:	<input type="text"/>
Home Telephone:	<input type="text"/>
Work Telephone:	<input type="text"/>
Relationship:	<input type="text"/>

#### Hospital Doctor/Paediatrician:

Name:	<input type="text"/>
Telephone:	<input type="text"/>

#### School Health Nurse Cluster (where applicable)

Name:	<input type="text"/>
Telephone:	<input type="text"/>

#### Community Children's Nurse or Specialist Nurse (where applicable)

Name:	<input type="text"/>
Telephone:	<input type="text"/>

**Details of pupil's medical conditions**

**Triggers or things that make this pupil's condition worse**

**Regular requirements: (e.g. PE, dietary, therapy, nursing needs)**

**Does the pupil have regular medication?      Yes  No**

Name and type of medication	
What does the medication do?	
Dose and method of administration:	
Time:	
Are there any side effects?	
When should it be given?	
Can the pupil self-administer?	Yes / No / Supervised (delete)

If there is more than one medication taken regularly during school hours, please complete a *“Request for School to Administer Medication”* form.

Does the pupil have emergency medication: Yes  No

**FOR EMERGENCY PRODCEDURES SEE ATTACHED EMERGENY PLAN**

**Parental and Pupil Agreement**

I agree that the information contained in this plan may be shared with individuals involved with my child/young person's care and education. I understand that I must notify the school of any changes in writing.			
Signed (Pupil) (where appropriate)			
Print name			
Date			
Signed (parent/carer) (If pupil is below the age of 16)			
Print Name		Date	

**Healthcare Professional Agreement**

I agree that the information is accurate and up to date at the present time			
Signed			
Job Title			
Print Name		Date	

Review of care plan to be completed by (date) .....

**School to insert own Privacy Notice**

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

**For School Health Nursing Team use only:**

	Name / Sign	Date
Nurse completing clinical information		
Nurse carrying out check with parent		
Team Leader checking MC / Record Keeping compliance		

**Appendix 3**

**Medication Information Sheet**

Name:

Date of Birth:

Current Year/Class:

School:

NHS No:

Name and type of medication	What does the medication do?	Dose and method of administration	Time?	Are there any side effects?	When should it be given	Can the pupil self-administer? Yes / No / supervised

Date form completed:    /    /    . Completed by: (print name): ..... Designation: .....



## Request for school to administer medication

You have indicated on the parental consent form that your child is currently receiving medication and/or treatment. The school will not give your child medicine unless you complete and sign this form, and the head teacher has agreed that school staff can administer medication.

Surname:

Forename(s):

Date of Birth:

NHS No:

M

F

Address:

Post Code:

Year/Class

Condition/Illness:

### Medication

Name/Type of medication (as per dispensary label):

For how long will your child take this medication?

Date dispensed:

Expiry date:

Dosage (amount) and method of administration:

Time(s) to be given:

Special precautions (if any):

Known side effects:

Self-administration:

Yes

No

Procedures to take in any emergency:

**Contact Information**

**Family Contact 1:**

Name:

Home Telephone:

Work Telephone:

Relationship:

**Family Contact 2:**

Name:

Home Telephone:

Work Telephone:

Relationship:

**Parental Agreement:**

I understand that I must deliver the medicine personally to \_\_\_\_\_ (name of staff member receiving medication) and accept that this is a service which the school is not obliged to undertake.

Signature:

Date:

Name (print):

Relationship to Pupil:

***School to insert own Privacy Notice***

**Request for the administration of medication or treatment during an offsite or out of hours activity**

You have indicated on the parental consent form that your child is currently receiving medication and/or treatment. Your child can only be given this if you complete and sign this form, and the head teacher has agreed that the accompanying staff can administer medication or treatment whilst off the school site.

**Details of Pupil**

Surname:

Forename(s):

Date of Birth:

NHS No:

M

F

Address:

Post Code:

Year/Class

Condition/Illness:

**Medication** – If medication is required please complete the section below:

Name/Type of medication  
include the expiry date of  
the medication  
(as described on the  
container):

Expiry date:

For how long will your  
child take this  
medication?

Date dispensed:

Full directions for use:

Dosage and method:

Timing:

Special precautions (if  
any):

Known side effects:

Self-administration:

Yes

No

Procedures to take in an  
emergency:

**Treatment:** (e.g. physiotherapy, catheterisation etc)

If treatment is required, please complete the section below:

Type of treatment:
Details of treatment:

Timing:
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**Contact Information**

\* Please note: It is essential that both contacts can be contacted by telephone:

**Family Contact:**

I may be contacted by telephoning one of the following numbers:

Day:  Evening:  Mobile:

Home address:

**Alternative Emergency Contact:**

Name:

Relationship:

Telephone: Day:  Evening:  Mobile:

Address:


**Parental Agreement:**

I understand that I must deliver the medicine personally to \_\_\_\_\_ and accept that this is a service which the accompanying staff are not obliged to undertake.

Signature:

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Date:

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Name (print):

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Relationship to Pupil:

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*School to insert own Privacy Notice*

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