



## **SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

*Approved By Governors: 23<sup>rd</sup> February 2022*

*Policy To Be Reviewed: February 2023*

*Nurturing life skills and inspiring achievement for today and tomorrow*

At Manuden Primary School we understand that parents of children with medical conditions are often concerned that their child's health may deteriorate when they attend school, due to the need for on-going support, medicines or care while at school to help them manage their condition and keep them well. Children may also require monitoring and interventions in emergency circumstances. It is also the case that child's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that we provide effective support for a child's medical condition and ensure that pupils feel safe.

This policy describes our commitment to ensure that:

- Pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- Health and social care professionals, pupils and parents will be consulted to ensure that the needs of children with medical conditions are effectively supported.

This policy has been developed in line with the Department for Education's guidance released in December 2015 – 'Supporting pupils at school with medical conditions'.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

### **Roles and responsibilities**

#### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### **The Governing Body will ensure that:**

- Arrangements are made to support pupils with medical conditions in school, including the development and implementation of a policy for supporting those pupils.
- Pupils with medical conditions are supported to enable them to participate fully in all aspects of school life.
- Relevant training is delivered to staff members who take on responsibility to support children with medical conditions

- All members of school staff providing support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- The level of insurance in place reflects the level of risk.

**The Headteacher will ensure that:**

- Sufficient staff members have the training to support individual children to ensure that there is always a trained member of staff available to support each pupil.
- All members of staff are made aware of pupils' medical condition(s).
- Supply teachers are informed of the pupils' medical condition(s) as appropriate.
- Risk assessments for school activities, including school visits and activities outside of the normal timetable, consider the medical needs of the pupil.
- Individual healthcare plans are monitored and maintained in a current state.
- School staff are appropriately insured and aware that they are insured to support pupils in this way.
- The school nursing service is contacted in the case of any child 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.
- Arrangements are made in collaboration with the parents and healthcare team to ensure that appropriate arrangements are in place in timely fashion.
- When the child moves to a new school, there is liaison with the designated member of staff at the new school to maintain continuity of care.

**Responsibilities of school staff –**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

**Parents**

Parents are key partners and will be involved in the development and review of their child's individual healthcare plan.

Parent should ensure that they:

- Keep the school informed about any changes to their child/children's health.
- Provide written agreement for school to administer medicine before bringing medication into school.
- Provide the school with the medication their child requires and keep it up to date.
- Collect any leftover medicine at the end of the course, year or when no longer required.
- Discuss medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, develop an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.
- They, or another nominated adult, are contactable at all times.

**Pupils**

- Children who are competent 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. Where 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 teacher.

### **School nurses**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- May support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

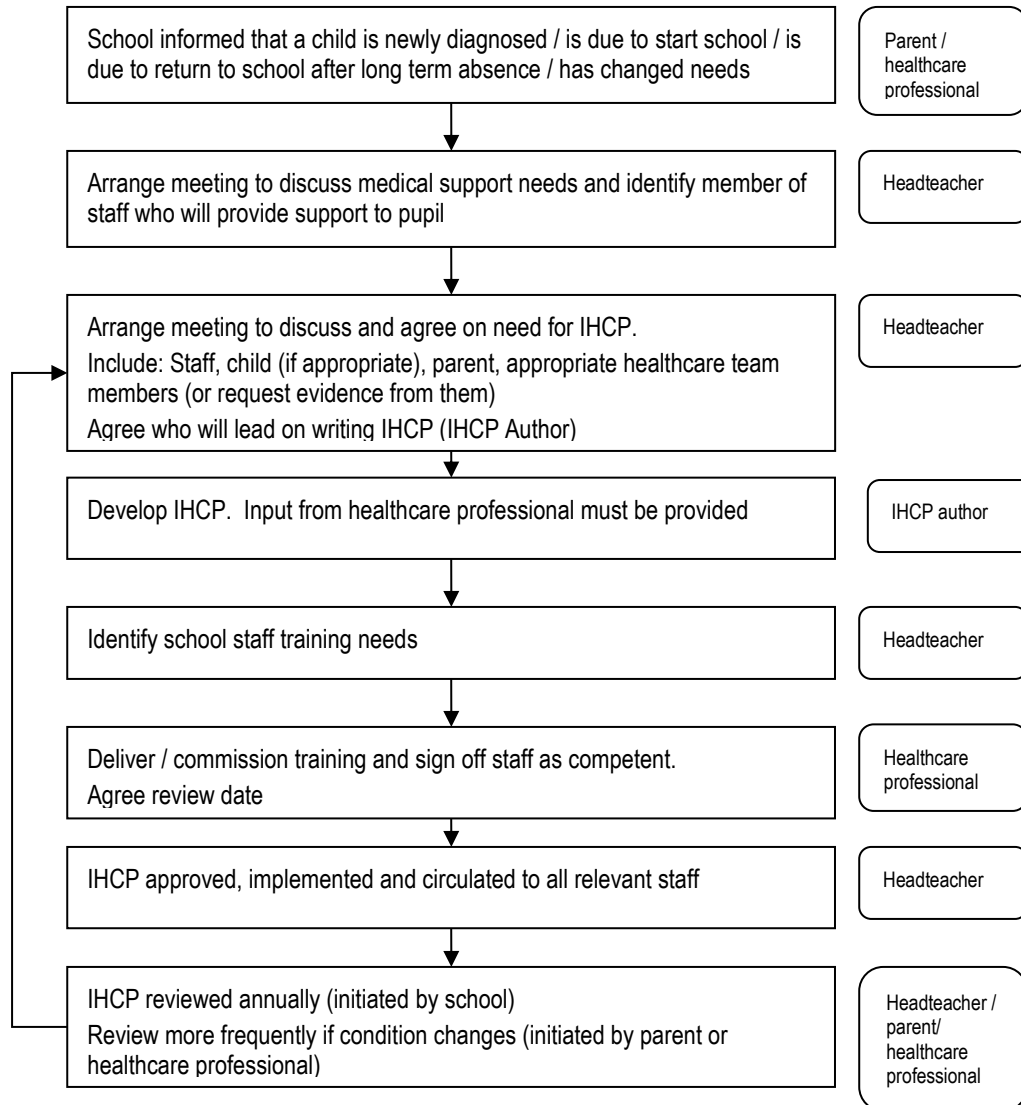
### **Healthcare professionals, including GPs and paediatricians –**

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

### **Staff Training and Support**

- All staff will be made aware of this policy and their responsibilities.
- Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.
- Staff supporting individual pupils will receive appropriate training to ensure that they are competent and have confidence in their ability to provide support, and to fulfill 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 training requirements may be included in the individual healthcare plan for the pupil.
- Advice on training will be sought from members of the healthcare team supporting the pupil to assist in agreeing the type and level of training required, and how this can be obtained and maintained in a current status.
- Staff must **not** give prescription medicines or undertake healthcare procedures without appropriate training. Written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, depending upon the training requirements specified in pupils' individual health care plans. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

**Procedure to be followed when the school is notified that a pupil has a medical condition**



**Individual Healthcare Plan (IHCP)**

- Where necessary, an individual healthcare plan will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child’s medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

An IHCP will contain at least the following information:

- Pupil’s name and contact details
- Parents’ name(s) and contact details
- Healthcare team contact details

- Names of the staff member(s) supporting the pupil
- An outline of the medical condition including its triggers, signs, symptoms and treatments
- A detailed description of the pupil's needs, including medication (dose, side effects and storage) and other treatments. To include reference to specific timing, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements etc.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Training requirements for members of staff providing support and cover arrangements for when they are unavailable.
- 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
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements or procedures required for school trips or other school activities to ensure the child can participate fully.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition

### **Managing medication in School**

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- Where possible, it is preferable for medicines to be prescribed 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 or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines will be stored safely in the first aid cabinet in the school office or staff room fridge, except for asthma medication, which will be stored in classrooms such that they are readily accessible.
- Medicines MUST be in date, labelled, provided in the original container and include instructions for administration, dosage and storage (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.
- Any medications left over at the end of the course, or which are no longer required, will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Sharps boxes will always be used for the disposal of needles and other sharps.

### **Management of controlled drugs**

- School staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary.

- Controlled drugs that have been prescribed for a pupil will be kept securely stored in a non-portable container and only named staff will have access.
- Controlled drugs will be easily accessible in an emergency.
- A record must be kept of any doses used and the amount of the controlled drug held in school.

### **Emergencies**

- In the event of a medical emergency, the named first aiders will be called on for assistance and an ambulance called if required, see
- **Appendix 6: Contacting Emergency Services**
- The child's parents will be called.
- If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.
- Pupils will be encouraged to inform a teacher immediately if they think help is needed.
- Where a child has an individual healthcare plan, this will include what constitutes an emergency and what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

### **Avoiding unacceptable practice**

At Manuden Primary School it is not acceptable to:-

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children 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;
- send children who have become ill to the school office alone or with someone unsuitable;
- penalise children 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

### **Insurance**

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

### **Complaints**

Parents or pupils dissatisfied with the support provided are encouraged to discuss their concerns directly with the school.


If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

**Review**

This policy will be reviewed in accordance with the policy review schedule.

MANUDEN PRIMARY SCHOOL

**Appendix 1: Individual Healthcare Plan**

Name of school	Manuden Primary School The Street Manuden Essex, CM23 1DE 01279 813370 Email: <a href="mailto:admin@manuden.essex.sch.uk">admin@manuden.essex.sch.uk</a>	
Child's name		
Class		
Date of birth		
Child's address		
Medical diagnosis or condition		
NHS number		
Date		
Review date		
<b>Family Contact Information</b>		
Name		
Relationship to child		
Phone no. (work)		
(home)		
(mobile)		
Name		
Relationship to child		
Phone no. (work)		
(home)		
(mobile)		
<b>Clinic/Hospital Contact</b>		
Name		
Address		
Phone no.		
<b>G.P.</b>		
Name		
Address		
Phone no.		
Who is responsible for providing support in school		

## MANUDEN PRIMARY SCHOOL

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

--

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

<input type="checkbox"/> School	<input type="checkbox"/> School Nurse	<input type="checkbox"/> Parents
<input type="checkbox"/> Other: Please give details:		

### Approval

Parent (signature)	Headteacher (signature)	Date Care Plan Agreed

MANUDEN PRIMARY SCHOOL

Appendix 2: Template for Parental Approval to Administer Medicine



Manuden Primary School  
The Street  
Manuden  
Essex, CM23 1DE  
01279 813370/Email: [admin@manuden.essex.sch.uk](mailto:admin@manuden.essex.sch.uk)

Please complete and sign this form to authorise the administration of medicine to your child by school staff

Name of child

--

Class

--

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?

--

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

School Office
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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(s) \_\_\_\_\_

Date \_\_\_\_\_

For office staff use:

For medicines that need to be administered regularly

Review date:
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**Appendix 5: Model Letter inviting parents to Contribute to Individual Healthcare Plan Development**

**Manuden Primary School**  
**The Street**  
**Manuden**  
**Essex**  
**CM23 1DE**



**Tel:** 01279 813370

**Email:** [admin@manuden.essex.sch.uk](mailto:admin@manuden.essex.sch.uk)

[www.manudenprimary.co.uk](http://www.manudenprimary.co.uk)

**Acting Headteacher:** Mrs Marnie Tait

*‘Nurturing life skills and inspiring achievement for today and tomorrow.’*

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Dear Parent

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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 on 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 involve [\[the following people\]](#). 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 would be happy for you contact me by email or to speak by phone if this would be helpful.

Yours sincerely

Mrs M Tait  
Acting Headteacher

## **Appendix 6: 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.**

- Telephone number: 01279 813370
- Your name
- Location: Manuden Primary School,  
The Street,  
Manuden, Essex,  
CM23 1DE
- Postcode for satellite navigation systems: CM23 1DE
- Provide the exact location of the patient within the school setting
- Provide the name of the child and a brief description of their symptoms
- Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient