



# Supporting Students with Medical Conditions Policy

(Statutory)

Approved: Spring 2021

Date of Next Review: Spring 2023

## Equality Impact Assessment - Policy Review

**In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.**

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## **Statement of intent**

The Roseland Multi-Academy Trust [Trust] wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting students at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and disabilities and this includes children with medical conditions.

Our ethos is that students achieve their best when they enjoy their learning. We plan lessons, events and activities that engage our students, challenge them and encourage their thirst for learning. We have high aspirations and our staff, parents and students aim high with us.

## **Key Roles and Responsibilities**

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

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

### **The Trust Board is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of The Roseland Multi-Academy Trust.
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully where possible in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.

- Written records of any and all medicines administered to individual students and across the school populations are kept by individual schools within the Trust.
- Ensuring the level of insurance in place reflects the level of risk.

**The Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy via the appropriate staff and SENDCo.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff, via the appropriate person and SENDCo.
- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Roseland Multi-Academy Trust.
- Liaising with healthcare professionals regarding the training required for staff, via the appropriate person and SENDCo.
- Making staff who need to know aware of a child's medical condition, via the appropriate person and SENDCo.
- Developing Individual Healthcare Plans (IHCPs) via the appropriate SENDCo.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Contacting the school nursing service in the case of any child who has a medical condition which requires further investigation, via the appropriate person and SENDCo.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students 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 student with a medical condition needs help.
- 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.

**Parents and carers are responsible for:**

- Keeping the relevant school informed about any changes to their child/children's health.
- 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 year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the relevant Headteacher, other staff members and healthcare professionals.

## **Definitions**

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

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

A “staff member” is defined as any member of staff employed at any of the schools who are part of The Roseland Multi-Academy Trust.

## **Training of staff**

- Staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development.
- The Operations Assistant, Central Services Team, will keep a record of relevant training and will notify a school when training needs to be updated/renewed.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- The Operations Assistant will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## **The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Students are encouraged not to carry their own medicines with them. The only exception being asthma inhalers and epi-pens. All other medicines will be stored in the medical room/secured room.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

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

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher or delegated to the appropriate person or SENDCo, 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 student 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.

## **Medicines**

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the students 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 student is prescribed medication without their parents’/carers’ knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin 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.

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 the Behaviour Policy.

Medications will be stored in the Medical Room/secure room.

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

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

Students will never be prevented from accessing their medication.

The Roseland Multi-Academy Trust cannot be held responsible for side effects that occur when medication is taken correctly.

### **Emergencies**

Medical emergencies will be dealt with under each 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.
- Students will be informed in general terms of what to do in an emergency such as telling a member of staff.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Avoiding Unacceptable Practice**

The Roseland Multi-Academy Trust understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

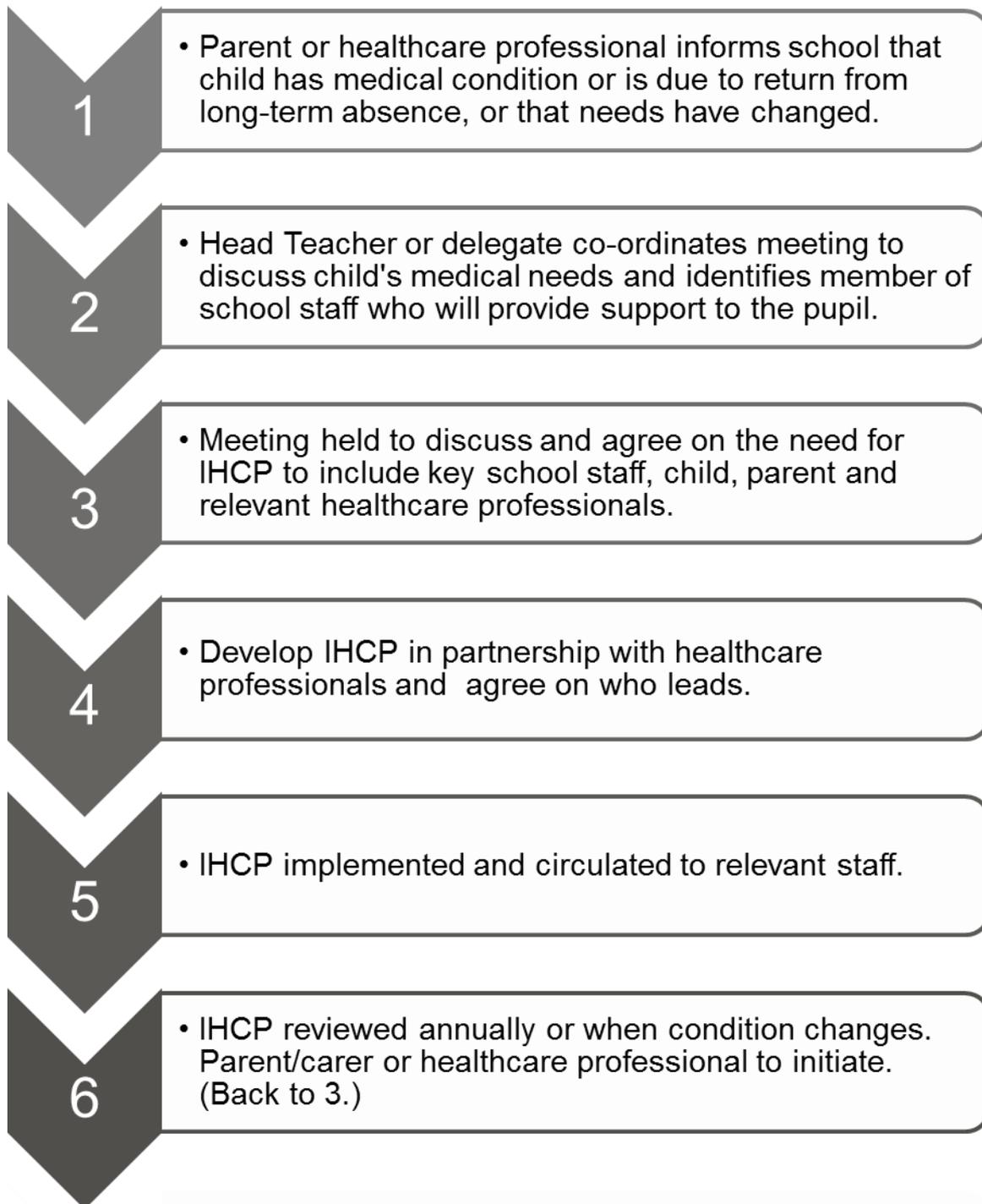
Staff who undertake responsibilities within this policy are covered by the Trust's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Chief Financial Officer.

### **Complaints**

The details of how to make a complaint can be found in the Complaints Policy.

## Appendix 1 - Individual healthcare plan implementation procedure



## **Appendix 2**

Model letter inviting parents to contribute to individual healthcare plan development.

Dear

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. A copy of the school's policy for supporting students at school with medical conditions is available upon request.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all 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. 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.

Yours

### Appendix 3

#### Individual healthcare plan template

### The Roseland Multi-Academy Trust Individual Health Care Plan

Child's name

Child's school

Tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

#### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

#### Clinic/Hospital Contact

Name

Phone no.

#### G.P.

Name

Phone no.

Who is responsible for providing support in 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 student'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 4**

Record of prescribed medication administered to a student.

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

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			

**Appendix 4 (continued): Record of medicine administered to an individual child**

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			

## Appendix 5

### Parental consent to administer Paracetamol

Parents/Carers to complete if they wish designated staff to administer Paracetamol.

The school will not administer medication unless you complete and sign this form. The administering of medication or Paracetamol by staff is with the agreement of the Headteacher.

#### Details of Student:

Name of Student .....

Date of Birth .....

Year Group .....

#### Medication and Directions:

Name of Medication: **PARACETAMOL** (tablets or liquid)

Amount of Medication to be taken: .....

#### **We have a supply of Paracetamol (tablets/liquid) in our Medical Room**

I give consent to the designated staff to administer Paracetamol to the student named above in accordance with the school policy. I understand that this is a service undertaken by designated staff with my permission.

Parent/Carers Signature ..... Print Name .....

Date: .....

**Please note: If your child requires any other medication to be administered in school, this needs to be handed into Reception in the original packaging detailing instructions regarding dosage. You will need to complete a separate form (available from Reception) giving consent for staff to administer the medication from the Medical Room. All medication is kept locked in the medical cabinet.**