



Supporting Pupils with Medical Conditions Policy

This policy is linked to the Pupil Medication Policies in place in the schools and academies within the Trust

Approved by the Uffculme Academy Trust Board on 4th December 2017 and by the Local Governing Bodies for Uffculme Primary School and Uffculme School on 28th September 2017.

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1. Policy statement

Uffculme Academy Trust (UAT, the Trust) wishes to ensure that pupils 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 April 2014, "Supporting pupils at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities.

Schools within the Trust are inclusive communities that aim to support and welcome pupils with medical conditions and provide them with the same opportunities as others at school.

Key Principles

- Uffculme Academy Trust ensures all staff are aware of their duty of care to children and young people in the event of an emergency and know what to do in an emergency.
- All staff understand the common medical conditions that affect children at schools within the Trust.
- Staff receive training on the impact that medical conditions can have on pupils.
- Uffculme Academy Trust understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Uffculme Academy Trust understands the importance of medication being taken as prescribed.

2. Policy framework

These points provide the essential framework of the Trust's policy on supporting pupils with medical conditions.

1. Schools within the Trust are inclusive communities that aim to support and welcome pupils with medical conditions.
2. Uffculme Academy Trust's policy is drawn up in consultation with a range of local key stakeholders within both the school and health settings.
3. Staff understand what to do in an emergency for the most common serious medical conditions.
4. All staff understand, and are trained in, the general emergency procedures of the school in which they work.
5. Uffculme Academy Trust has clear guidance on the administration and storage of medication.

6. The Trust has clear guidance about record keeping.
7. Each member of the Trust's and health community knows their roles and responsibilities in maintaining and implementing an effective policy.
8. This policy is regularly reviewed, evaluated and updated.

3. Key Roles and Responsibilities

3.1 The Local Governing Body of each academy within the Trust is responsible for:

- i. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at academies within the Trust.
- ii. Ensuring that the Supporting Pupils 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.
- iii. Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- iv. Ensuring that all pupils with medical conditions wherever possible are able to participate fully in all aspects of school life.
- v. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- vi. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- vii. Keeping written records of any and all medicines administered to individual pupils and across the trust
- viii. Ensuring the level of insurance in place reflects the level of risk.

3.2 The Headteacher of each academy within the Trust is responsible for:

- i. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of the Trust.
- ii. Ensuring the policy is developed effectively with partner agencies.
- iii. Making staff aware of the policy.

- iv. Liaising with healthcare professionals regarding the training required for staff.
- v. Ensuring relevant staff are aware of a child's medical condition.
- vi. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- vii. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- viii. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

3.3 The SENDCo of each academy within the Trust is responsible for:

- I. Developing Individual Healthcare Plans (IHCPs) written for children:
 - who are medicated for their condition within school hours
 - who have an illness/medical condition for life
 - who are at risk
 - who may require emergency procedures e.g. following and epileptic fit or allergic reaction/anaphylaxis.

The SENDCo and School Secretary should share information regarding ICHP's and medical conditions for pupils on a regular basis to ensure optimum care for the child at all times. Details of children with asthma are held in the school secretary/admin office.

Every attempt will be made by the SENDCo/SEN team at Uffculme School to contact feeder primary schools during the Summer Term to ease the transition of children with medical needs entering Year 7 in the September. If the school can be prepared, the best level of care possible can be provided to the child in question.

3.4 All Staff are responsible for

- I. Administering medication, if they have agreed to undertake that responsibility.
- II. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- III. Taking appropriate steps to support children with medical conditions.

- IV. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- V. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

3.5 School nurses are responsible for:

- I. Notifying a school when a child has been identified with requiring support in school due to a medical condition.
- II. Liaising locally with lead clinicians on appropriate support.
- III. Assisting the SENDCo with the completion of ICHPs (via the PHN referral form).

3.6 Parents and carers are responsible for:

- I. Keeping the pupil's school informed about any changes to their child/children's health.
- II. Completing a parental agreement for the school to administer medicine form before bringing medication into school. Appendix 3
- III. Providing the school with the medication their child requires and keeping it up to date.
- IV. Collecting any leftover medicine at the end of the course or year.
- V. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- VI. Where necessary, developing an Individual Healthcare Plan (IHCP) –Appendix 2 - for their child in collaboration with the SENDCo other staff members and healthcare professionals.

4 Definitions

- i. "Medication" is defined as any prescribed or over the counter medicine
- ii. "Prescription medication" is defined as any drug or device prescribed by a doctor
- iii. A "staff member" is defined as any member of staff employed by Uffculme Academy Trust, including teachers.

5 Training of staff

- I. Staff will receive training on the Supporting Pupils with Medical Conditions Policy.
- II. Staff will receive regular and ongoing training as part of their development. This will be at some point during the academic year.
- III. Staff who undertake responsibilities for delivering medical care under this policy will receive the following specific training on:

- Use of epipen for anaphylaxis
- Managing asthma
- Managing diabetes
- Managing epilepsy
- Producing an IHCP
- Other specific training as required.

The training will be carried out by the school nurse/PHN service or via the Trust or school's online training provider

- IV. Clinical advice is received from the School Nurse/PHN service
- V. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- VI. No staff member may administer drugs by injection unless they have received training in this responsibility
- VII. The HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

6 The role of the child

- I. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures (**secondary school only**).
- II. Where possible, pupils will be allowed to carry their own medicines and devices (**secondary school only**). At the Primary school, and where this is not possible at the Secondary School, their medicines will be located in the school secretary/administrators office.
- III. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

- IV. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher (**secondary school only or inhalers at the Primary School**).
- V. When going on a trip outside of school, secondary school pupils pick up their medicines from School Secretary's office and ensure that it is replaced.
Primary school pupils' parents must pass any medication for trips to the trip organiser and complete the medication form.

7 Individual Healthcare Plans (IHCPs)

- I. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENDCO) and medical professionals. Where the SENDCO requires medical advice from the public health/school nurse service, a PHN referral form is completed by the school requesting assistance (Appendix 4).
- II. IHCPs will be easily accessible whilst preserving confidentiality.
- III. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- IV. 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.
- V. 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 and an adequate risk assessment is carried out.

IHCPs are written for children as defined in section 3.3.

8 Medicines

This section links to an individual school's Pupil Medication policy.

- I. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- II. 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.
- III. No child will be given any prescription or non-prescription medicines without written parental consent. If parents wish their child to be given paracetamol at the secondary school, they should complete the relevant consent form at the start of the academic year.

- IV. 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.
- V. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- VI. 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.
- VII. A maximum of four weeks supply of the medication may be provided to the school at one time.
- VIII. 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.
- IX. Medications will be stored in the medical room
- X. Any medications left over at the end of the course will, if possible, be returned to the child's parents.
- XI. Written records will be kept of any medication administered to children.
Appendix 4
- XII. Pupils will never be prevented from accessing their medication.
- XIII. The School cannot be held responsible for side effects that occur when medication is taken correctly.

9 Emergencies

- I. Medical emergencies will be dealt with under the school's emergency procedures.
- II. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- I. Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.
- II. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. Staff should not take children to hospital in their own car.

10 Avoiding unacceptable practice

Uffculme Academy Trust understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Preventing a student from accessing their medicine
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Penalising pupils 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.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

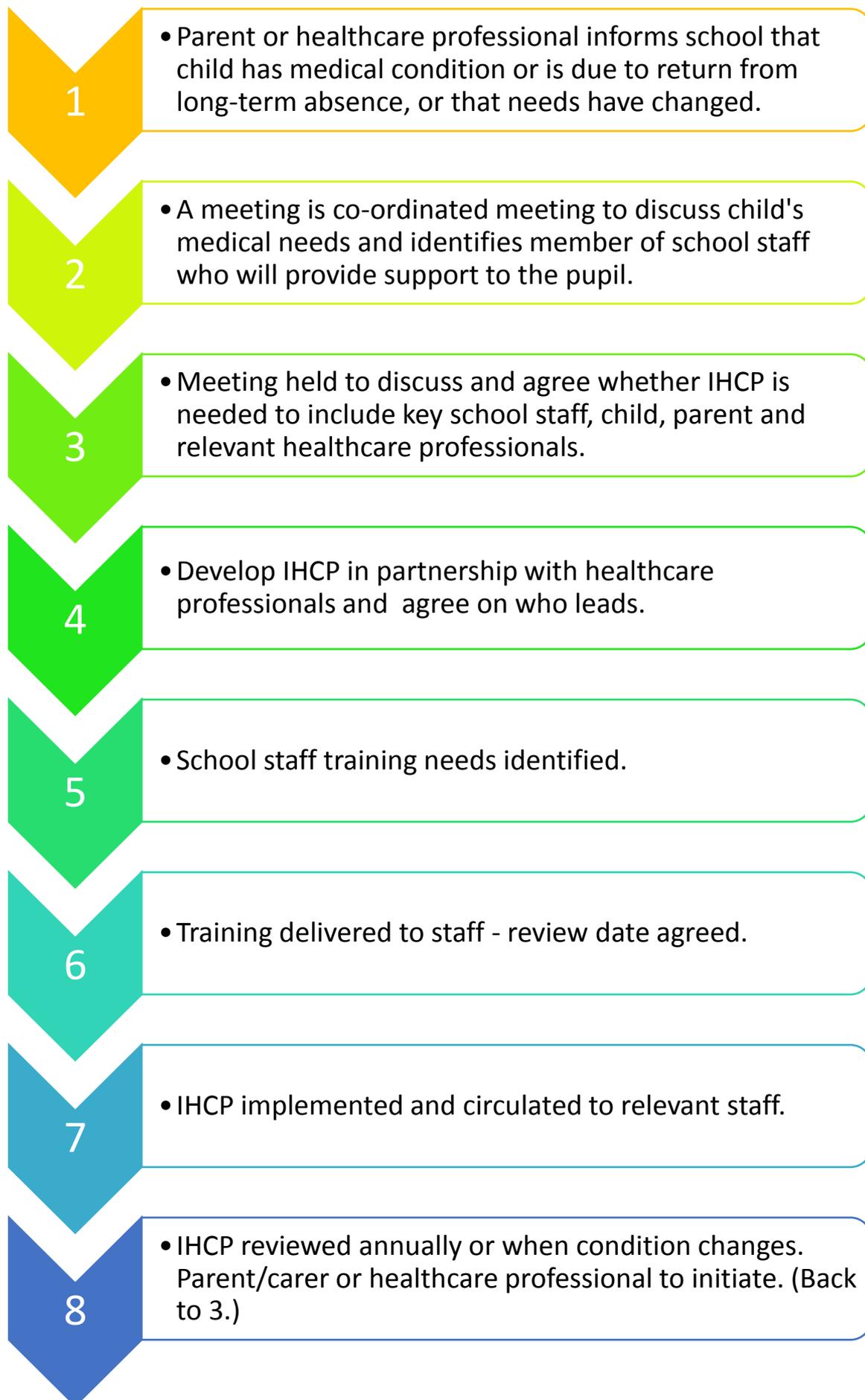
11 Insurance

As long as the procedures set out in this policy are followed any resulting incidents will be covered by the schools' public liability insurance.

12 Complaints

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

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual health care plan template

Uffculme Academy Trust Individual Health Care Plan

Child's name

Group/class/form

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 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 2a – Staff who may be asked to lead/advise on the creation of an IHCP:

Secondary School

Liz Hawkins SENDCo
Headteacher

Rosemary Alford School Secretary

Chris Lepper (DHT Student Support)

Heads of Year

Key workers for pupils on SEN register

Primary School

Jo Dentith

Ruth Welch SENDCo

Appendix 3



**REFERRAL TO PUBLIC HEALTH NURSING
(Health Visiting and School Nursing)**

Name of Child:		D.o.B:	Age:
NHS No:		Name of GP/Surgery:	
Name of School/preschool:			
Name of Parent/Carer:		Contact Number:	
Address:			
Name of Referrer:		Role / Agency:	
Contact No. of Referrer:			
Practice Email Address:			
Reason for Referral to PHN team:			
What has been done to date:			

Perceived PHN need/role and outcome expected from this referral:	
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Consent obtained for Referral from Parent/Carer Yes No (please tick as appropriate)

Consent obtained from Child/Young Person Yes No (please tick as appropriate)

Consent for professional to liaise with Yes No (please tick as appropriate)

School or early years setting

Signature of Referrer:		Date:	
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Date received by PHN Team:	
Date allocated/actioned and to allocated named professional:	

Feedback to referrer following action taken by PHN team:	
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Signature:		Date:	
Print Name:		Tel No:	

Generic email: vcl.culmphn@nhs.net

Appendix 4

Parental agreement for a school to administer medicine template

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

Uffculme Academy Trust medicine administering form

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	
Please state time and dosage given prior to start of school	
Time of next dose (during school day)	
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	Add name of 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(s) _____

Date _____

Appendix 5 – Consent for administering paracetamol – secondary school only

Dear Parents

From time to time pupils come to the school secretary requesting paracetamol for pain relief. Mrs Alford keeps a supply of paracetamol for this purpose but will not administer it to pupils without the consent of parents.

If you are happy for your son/daughter to receive paracetamol from Mrs Alford you'd not need to return this form. However if you do not agree to this, please complete and return this form to Mrs Alford by **Friday September 19th**

Yours sincerely

.....

Name of child Tutor

I do NOT consent for my child named above to be given paracetamol

Signed