



## Supporting Pupils with Medical Conditions School Procedures

Last reviewed: November 2020

Document Control			
Review Period	24 Months	Next Review	November 2022
Owner	Headteacher	Approver	LGB
Category	Public (show on website)	Type	Local to school
<i>Based on Trust template 01/11/19</i>			

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## 1 RELATED DOCUMENTS

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Our school is a member of the Vale Academy Trust. The Trust's policy statement on supporting pupils with medical conditions can be found on the policies page of the Trust's website: <http://www.vale-academy.org/>

Other related documents which can be found on the school and/or Trust websites:

- Educational Visits Policy
- Equality Policy
- Health and Safety Policy and Statement
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities Policy

## 2 INTRODUCTION

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- These procedures have been prepared according to Department for Education (DfE) guidance 'Supporting Pupils at School with Medical Conditions, December 2015'
- Where children have a disability, the requirements of the Equality Act will also apply. Where children have an identified special need, the Special Educational Needs and Disability (SEND) Code of Practice will also apply
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines and/or care that they require at school to help them manage their condition and keep them well
- We recognise that medical conditions may impact social and emotional development as well as having educational implications
- Our school will build relationships with healthcare professionals and other agencies in order to effectively support pupils with medical conditions

Throughout this document we use the term 'parents' to signify all those who have legal parental responsibility for a child or young person, e.g., parents, carers and guardians.

## 3 ROLES AND RESPONSIBILITIES

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### **The Parent is responsible for**

- Notifying the school that their child has a medical condition. Wherever possible this should be done before the child starts at our school
- Providing the school with sufficient and up-to-date information about their child's medical needs including letting the school know in writing of any changes to the prescription, its administration or to the support required (see Appendix C: Template for Parental Agreement to Administer Medicine)
- Liaising with the Named Person (see below) to agree the school's role in helping to meet their child's medical needs
- Contributing to the development and review of their child's Individual Healthcare Plan with other relevant professionals
- Carrying out any actions they have agreed to as part of its implementation, e.g. providing medicines and equipment or ensuring they or another nominated adult are contactable at all times

- Ensuring their child is well enough to attend the school
- Informing the school on the first day that their child is absent
- Providing a medical certificate in all cases where absence exceeds one week
- Where possible arranging with their doctor for medication to be administered outside of school hours
- Supplying written information about the medication their child needs to take in the school
- Where possible, arranging for a separate supply of medication for use in the school.
- The disposal of medication

It only requires one parent to agree to or request that medicines are administered.

Where parents have difficulty supporting or understanding their child's medical conditions, the school will refer to the appropriate agency.

It is very important for the school to have sufficient information about the medical condition of any child with a long term medical need at the earliest point possible. Parents have a duty to contribute such information at the formulation of a child's Individual Healthcare Plan.

### **The pupil is responsible for**

- Managing their own health needs and medicines, where they are judged competent to do so and parents agree
- Being fully involved in discussions about their medical support needs and contributing as much as possible to the development of, and comply with, their Individual Healthcare Plan

### **The school's Named Person responsible for pupils with medical conditions is**

Rebecca Howson  
Office Support Manager  
01235 520141  
[Office.4125@larkmead.oxon.sch.uk](mailto:Office.4125@larkmead.oxon.sch.uk)

Parents may contact the deputy below, if the Named Person is unavailable

Sally Hollington  
Administrative Assistant  
01235 520141  
[Office.4125@larkmead.oxon.sch.uk](mailto:Office.4125@larkmead.oxon.sch.uk)

### **This person is responsible for**

- Managing the overall implementation and operation of these procedures in the school
- Informing relevant staff of medical conditions
- Administering a training schedule for identified staff, identifying training needs if there is a change in staff, and maintaining training records
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Ensuring risk assessments for school visits and other activities outside of the normal timetable are undertaken by the relevant personnel
- Working with parents, pupils, healthcare professionals and other agencies to develop, monitor and review Individual Healthcare Plans, and ensure these are reviewed annually.

### **The school nurse is responsible for**

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school
- Providing support for staff on implementing a child's Individual Healthcare Plan and providing advice and liaison including with regard to training

### **The Local Governing Body (LGB) is responsible for**

- Overseeing the school's procedures and ensuring that arrangements are in place to support pupils with medical conditions
- Many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The LGB will therefore ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life
- Ensuring that its arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition can be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the LGB should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

### **The Headteacher is responsible for**

- Overseeing the management and provision of support for pupils with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement these procedures and deliver Individual Healthcare Plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured (Headteacher to get relevant insurance details from the Trust's Central Team)

### **Teachers and Support Staff are responsible for**

- The day to day management of the medical conditions of pupils they work with, in line with training received and as set out in the Individual Healthcare Plans
- Working with the named person to ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support

## **4 TRAINING FOR TEACHERS AND SUPPORT STAFF**

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- Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect Individual Healthcare Plans at all times) from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting students with medical conditions

- Prescription medicines will only be administered by appropriately trained staff, named in the students' Individual Health Plan. Training will be provided by the school health nurse and/or by relevant healthcare professionals. This will be updated at each review point.  
All staff will be advised on the use of medical equipment such as Asthma inhalers by the School Health Nurse.
- First aid training also given to staff which covers the use of inhalers and epipens
- See Appendix F: Template for Staff Training Record – Administration of Medicines

## 5 PROCEDURE FOR INFORMING SUPPLY STAFF ABOUT PUPILS WITH MEDICAL CONDITIONS

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- All Pupils details of medical conditions, are held on SIMS, the School database. All IHCP's are also uploaded. Individual folders for those pupils requiring an IHCP, are held within the Admin Office

## 6 PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

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- The Named Person will liaise with relevant individuals, including as appropriate, parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child (See Appendix G: Template for Letter Inviting Parents to Contribute to Individual Healthcare Plan Development)
- Where appropriate, an Individual Healthcare Plan will be drawn up
- Appendix A describes the process for developing an Individual Healthcare Plan

## 7 INDIVIDUAL HEALTHCARE PLANS (IHCPs)

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- An ICHP will be written for pupils with a medical condition that is long term and complex (See Appendix B: Template for an Individual Healthcare Plan)
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency
- Where a child has special educational needs (SEN) but does not have a SEN Statement or an Education, Health and Care (EHC) plan, their special educational needs will be mentioned in their Individual Healthcare Plan
- Individual Healthcare Plans will be reviewed annually, or earlier if evidence is provided that a child's needs have changed

## 8 ADMINISTERING MEDICINES

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- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within Individual Healthcare Plans)
- Medicines and medical equipment are located at:
  - School Admin Office (All apart from Epipens) & associated medication for that particular pupil ie Antihistamine
  - School Staff Room (Epipens Only)
- Medicines will only be administered at the school when it would be detrimental to a young person's

health or school attendance not to do so

- Written consent from parents must be received before administering any medicine to a child at school (See Appendix C: Template for Parental Agreement to Administer Medicine)
- Medicines will only be accepted for administration if they are:
  - Prescribed
  - In-date
  - Labelled
  - Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
  - The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container
- Medicines should be stored safely. Pupils should know where their medicines are at all times
- Written records will be kept of all medicines administered to pupils (See Appendix D: Template for Record of Medicine Administered to An Individual Child, and Appendix E: Template for Record of Medicine Administered to all Children)
- The school does not advocate any student bringing in any medication to school without prior permission from the school
- Pupils who are competent to manage their own health needs and medicines, after discussion with parents will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

## 9 REFUSAL TO TAKE MEDICATION

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- If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents should be informed
- In the event that the parents are not contactable, a named health professional known to the pupil should be contacted and in the event that the refusal has a detrimental impact as identified in the Individual Healthcare Plan emergency procedures, such as calling 999, should be implemented. All the above steps and actions should be recorded

## 10 HYGIENE AND INFECTION CONTROL

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- All staff should be aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medication
- Staff should have access to protective, disposable gloves and take extra care when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place

## 11 DISPOSAL OF MEDICINES

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- Medicines should not be flushed down the sink or the toilet
- School staff should not dispose of medication. This is the responsibility of parents. When no longer required, medicines should be returned to the parent to arrange for safe disposal. This should be done at

least at the end of every term with advice sought from the local pharmacist as to disposal of uncollected medicines

- Sharps boxes should always be used for the disposal of needles. These can be obtained by parents on prescription from the young person's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services

## 12 ACTION IN EMERGENCIES

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A copy of this information will be displayed in the school office

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked:
  1. The school's telephone number:
  2. Your name
  3. Your location
  4. Provide the exact location of the patient
  5. Provide the name of the child and a brief description of their symptoms and any known pre-existing medical conditions
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises personnel to open relevant gates and doors for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent arrives. If a parent does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance

## 13 SPORTING ACTIVITIES

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The school will ensure that the necessary adjustments will be made for students with medical conditions to participate in the PE curriculum or school-organised sports activities. Some pupils may need to take precautionary measures before or during exercise and may need to have immediate access to their medication.

Staff supervising sporting activities will be aware of the relevant medical conditions, medication requirements and emergency procedures through access to their Individual Healthcare Plan.

Restrictions on physical activity and implications of involvement in physical activities will be recorded in the Individual Healthcare Plan.

Risk assessments will be carried out to determine whether the student can safely participate in physical activities and specialist equipment will be provided where this is deemed reasonable. Designated members of staff assisting the student will be trained in safe manual handling.

## 14 ACTIVITIES BEYOND THE USUAL CURRICULUM

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- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments, parents, pupils and healthcare professionals will be consulted



where appropriate

## 15 UNACCEPTABLE PRACTICE

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The following items are not generally acceptable practice with regard to pupils with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- Preventing pupils from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every pupil with the same condition requires the same treatment
- Ignoring the views of the pupil or their parents; or ignoring medical evidence or opinion, (although this may be challenged)
- Sending pupils 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
- If the pupil becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- Penalising pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents, or otherwise making 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
- Preventing pupils from participating, or creating unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

## 16 COMPLAINTS PROCEDURE

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- An individual wishing to make a complaint regarding the school's actions in supporting a pupil with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the appropriate complaints procedure which can be found on the school website and the website of the Vale Academy Trust: [www.vale-academy.org](http://www.vale-academy.org)

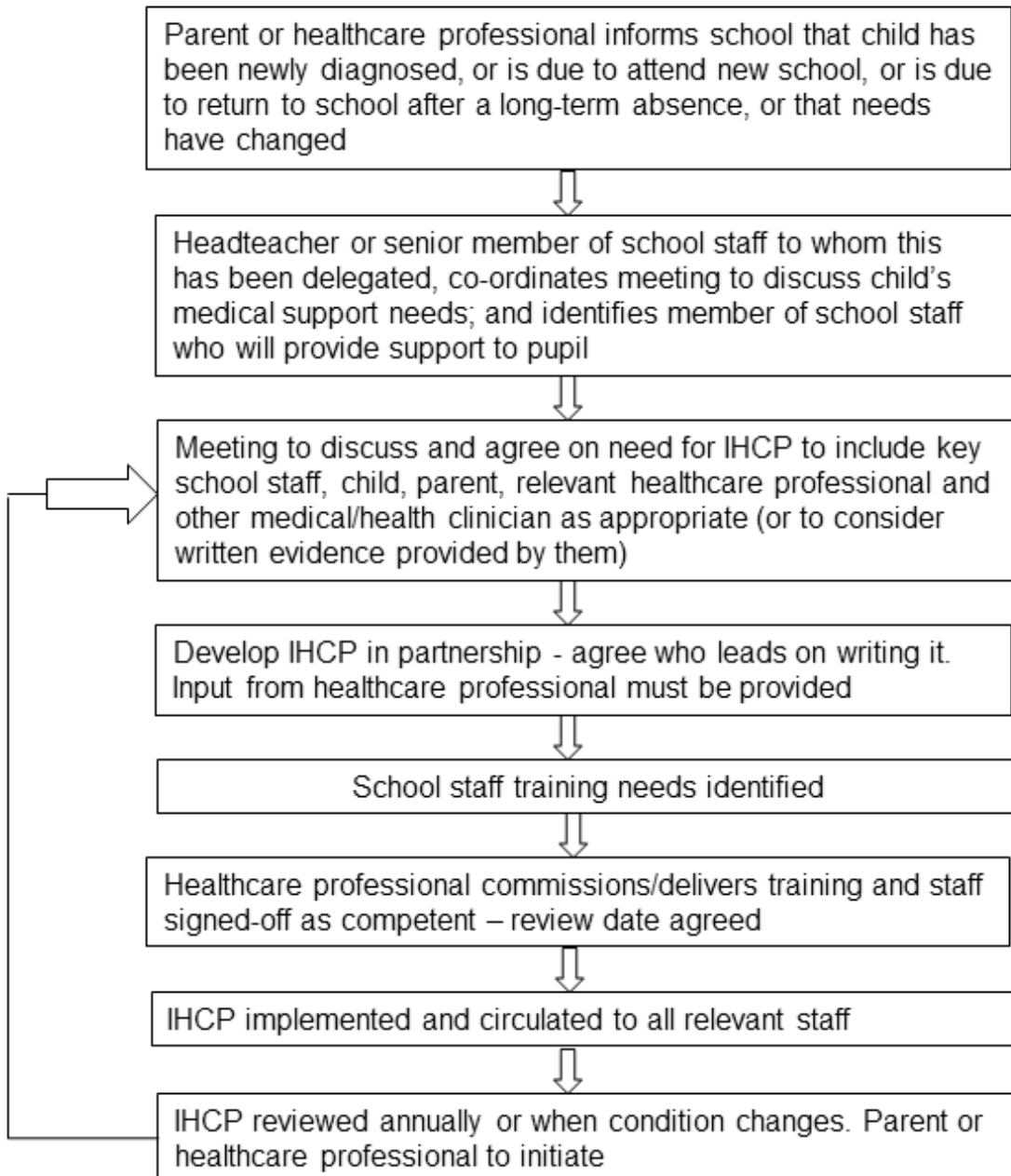
## 17 EQUALITY IMPACT STATEMENT

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We will make every reasonable effort to ensure that these procedures do not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act. This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and procedures and these procedures may be amended as a result.

18 APPENDIX A: PROCESS FOR DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN (IHCP)

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19 APPENDIX B: TEMPLATE FOR INDIVIDUAL HEALTHCARE  
PLAN\* (for identification purposes, attach a photo of the child)

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Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Relationship to child	
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	
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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

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

**\*Additional information may need to be provided for more complex care plans**

## 20 APPENDIX C: TEMPLATE FOR PARENTAL AGREEMENT TO ADMINISTER MEDICINE

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

Name of school	
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	
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	[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 staff administering medicine in accordance with the school procedures. 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 \_\_\_\_\_

**Office Use Only**

Date for review to be initiated by: \_\_\_\_\_  
 Is there an Individual Healthcare Plan?: \_\_\_\_\_

## 21 APPENDIX D: TEMPLATE FOR RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

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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			

**D: Record of medicine administered to an individual child (Continued)**

Date

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Time given

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Dose given

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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

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Staff initials

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Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

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Staff initials

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23 APPENDIX F: TEMPLATE FOR STAFF TRAINING RECORD -  
ADMINISTRATION OF MEDICINES

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Name of school	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that \_\_\_\_\_ [insert name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated on \_\_\_\_\_ [insert suggested review date].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

## 24 APPENDIX G: TEMPLATE FOR LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

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Dear PARENT NAME,

### 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 procedures for supporting pupils at school with medical conditions for your information.

A central requirement of the procedures is for an Individual HealthCare Plan (IHCP) to be prepared, setting out what support each pupil needs and how this will be provided. IHCPs 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 IHCPs 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 IHCPs 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 IHCP has been scheduled for TIME/DATE. 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 NAMES. 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 ANOTHER MEMBER OF STAFF INVOLVED IN PLAN DEVELOPMENT OR PUPIL SUPPORT] would be happy for you contact me [THEM] by email or to speak by phone if this would be helpful.

Yours sincerely

NAME AND CONTACT DETAILS

#### **Attachments:**

Supporting Pupils with Medical Conditions – School Procedures  
Template for Individual Healthcare Plan