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Supporting pupils with medical conditions policy

Together, we will realise the potential God has given us.

Policy reviewed September 2019

Approved by the Governing Body on 19 September 2019

Policy to be reviewed by September 2022

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.
- There is no legal duty for a school to administer medicines, however, this policy is intended to help promote regular school attendance.

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, 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 healthcare plans (IHPs)

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:

[Supporting pupils at school with medical conditions](#).

3. Roles and responsibilities

The named person with responsibility for implementing this policy is Sarah Shayler, Assistant Head/Senco.

The governing board

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

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 healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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

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.

Parents

- Parents are responsible for their child's medication. They should advise the school of any significant disease, medical condition or allergies that their child may have, subject to confidentiality.
- Parents will provide the school with sufficient and up-to-date information about their child's medical needs
- Parents must be involved in the development and review of their child's IHP and may be involved in its drafting
- Parents must carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

Pupils

Pupils with medical conditions will often 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. They are also expected to comply with their IHPs.

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. Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

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 IHP. 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.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

This has been delegated to the Senco.

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 IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a 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.

IHPs may be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, Head teacher and Senco will consider the following when deciding what information to record on IHPs:

- 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 medications

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in morning, after school hours and at bedtime.

Only prescription medicines will be held or administered by school staff at school and only when:

- it would be detrimental to the pupil's health or school attendance not to do so **and**
- we have parents' written consent and/or an agreed IHP.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

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.

All medicines will be stored safely. 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.

Parents must;

- Update the school on their child's medical needs and prescriptions.
- Provide the school with updated IHPs from their GP.
- Provide the school with the correct prescribed medications. Failure to do so may mean their child being unable to attend off site visits, including local ones, such as swimming.
- Supply the school with at least two epipens where prescribed for anaphylaxis allergies.
- Arrange for safe disposal of out of date medicines or when they are no longer required.

On all out of school visits, classteacher must ensure that they have checked the updated health plan, and take with them whatever is appropriate.

Non-prescription medication or treatments will not be administered by school staff. Parents wishing for their child to receive such medications or treatments may come into school to administer these.

School staff rely on the information provided by parents being accurate and up to date but will always contact parents if there is any doubt about medications.

Pupils managing their own needs

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.
- 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 IHP and inform parents so that an alternative option can be considered, if necessary.
- If a child is self-medicating, the Head should be informed in writing of this (including dosage and timing)
- The Health and Safety of others must be taken into consideration.
- It is the parents' responsibility to monitor regularly with the child and the school to see that the medication is being correctly administered and that the medication is still within expiry dates.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs 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 IHPs. 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 and Senco.

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 IHPs
- 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

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

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

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Explain your school's approach here. Enter the details of your school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures.

12. Complaints

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

13. Monitoring arrangements

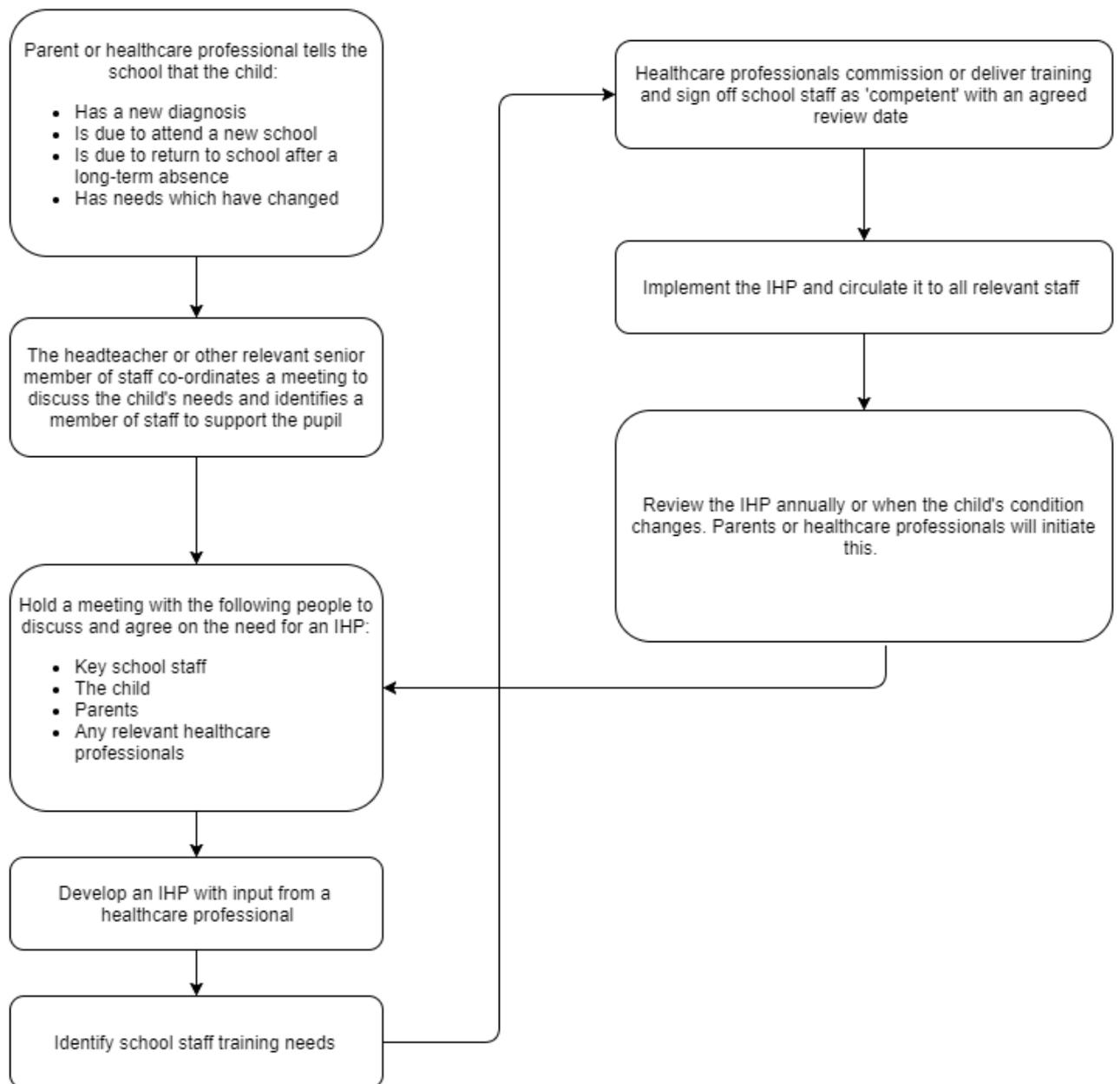
This policy will be reviewed and approved by the governing board every two years.

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

Appendix 1: Being notified a child has a medical condition



Each Health Plan must include all the relevant forms duly completed (available from the school office).

Appendix 2: Forms

- Form 1** Emergency planning - request for an ambulance
- Form 2** Healthcare Plan
- Form 3 A** Parental agreement for school/setting to administer medicines
- Form 3 B** Parental agreement for school/setting to administer medicines
- Form 4** Head teacher/Head of setting agreement to administer medication
- Form 5:** Record of medicine administered to an individual
- Form 6:** Record of medicines administered to all children
- Form 7:** Request for child to carry his/her own medicine
- Form 8:** Staff training record - administration of medicines
- Form 9:** Authorisation for administration of rectal diazepam

All forms set out below are examples that schools and settings may wish to use or adapt according to their particular policies on administering medicines.

Versions of these forms are available from
<http://www.teachernet.gov.uk/medical>

FORM 1 Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. The school telephone number **020 7504 0537**
2. Give your location as follows:
St Peter's Eaton Square C E Primary School
Lower Belgrave Street London
3. State that the postcode is **SW1W 0NL**
4. Give exact location in the school
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

FORM 2 Healthcare Plan

<p>Individual Healthcare Plan</p>		<p>Name:</p> <p>Class:</p> <p>DoB</p> <p>M <input type="checkbox"/> F <input type="checkbox"/></p>
<p>Condition Describe condition and give details of pupil's individual symptoms:</p>		<p>PHOTO</p>
<p>Key adults at school:</p>		
<p>Action plans:</p> <p>Daily care requirements: (e.g. in lessons/PE/playground)</p> <p>Requirements on educational visits away from school:</p> <p>Describe what constitutes an emergency for the pupil, and the action to take if this occurs:</p>		
<p>Emergency Priority contacts:</p> <ol style="list-style-type: none"> 1. First Aid adult in school – where possible but not always to determine nature of event 2. Emergency service 999 - paramedics 3. Parents/carers 4. (Clinician or GP) 		
<p>Information to pass onto paramedics:</p> <ol style="list-style-type: none"> 1. Medication held at school and whether administered 2. Medical condition (see above) 3. Current Condition 4. Age 		
<p style="text-align: center;">CONTACT INFORMATION</p>		
<p>Family contact 1</p> <p>Name</p> <p>Phone No. (work)</p> <p>(home)</p> <p>Relationship</p>	<p>Family contact 2</p> <p>Name</p> <p>Phone No. (work)</p> <p>(home)</p> <p>Relationship</p>	

Clinic/Hospital contact Name Phone No.	Other contact if needed:
Record of incidents	

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:

FORM 3A Parental agreement for school to administer prescribed medicine

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

Date: _____
Child's Name: _____
Class: _____
Name and strength of medicine: _____

Expiry Date: _____
How much to give (i.e. dose to be given): _____
When to be given: _____

Any other instructions: _____
Number of tablets/quantity to be given to school: _____

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact: _____
Name and phone no. of GP: _____
Agreed review date to be initiated by: _____

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 policy. 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.

Parents Signature: _____
Print Name: _____

If more than one medicine is to be given a separate form should be completed for each one.

**FORM 4 Confirmation of the Head's agreement to administer
medicine**

It is agreed that _____ *[name of child]* will
receive

_____ *[quantity and name of medicine]*
every day

at _____ *[time medicine to be administered
e.g. Lunchtime or afternoon break].*

_____ *[name of child]* will be given/supervised
whilst

he/she takes their medication by _____ *[name
of member of staff].*

This arrangement will continue until _____ *[either end
date of course of medicine or until instructed by parents].*

Date: _____

Signed: _____
Head

FORM 5 Record of medicine administered to an individual child

Name of Child _____

Date medicine provided
by parent _____

Class _____

Quantity received _____

Name and strength of
medicine _____

Expiry date _____

Quantity returned _____

Dose and frequency of
medicine _____

Staff signature _____

Parent signature _____

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 _____

Date _____

Time Given _____

Dose Given _____

Name of member of staff _____

Staff initials _____

FORM 7 Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff have any concerns discuss request with school healthcare professionals

Child's Name: _____

Class: _____

Address: _____

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____ Date: _____

If more than one medicine is to be given a separate form should be completed for each one.

FORM 8 Staff training record - administration of medicines

Name: _____

Type of training received: _____

Date of training completed: _____

Training provided by: _____

Profession and title: _____

I confirm that _____ *[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 (please state
how often)

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested Review Date: _____