



Weobley High School

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Introduction

Weobley High School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Children and Families Act 2014 and the Department for Education's guidance released in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions. Some medical conditions may be covered under the definition set out in the Equality Act 2010.

School ethos

Weobley High School believes that all pupils have the right to a broad and balanced curriculum and we are committed to supporting all our students with additional needs including those with medical conditions. We accept that the school have responsibility for the health and safety of the pupils in their care. This may mean making special arrangements or reasonable adjustments for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum.

Our aims are:

To provide full access for all pupils, to a broad, balanced and relevant curriculum and to include those with medical needs, this will ensure they can reach their full potential. Though we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved.

To provide a caring and supportive environment.

To meet the needs of all pupils with medical conditions by offering appropriate forms of education provision.

To continue to work closely with other agencies to provide a multi-disciplinary approach to initiate, implement and review Individual Health Care Plans for individuals within the school.

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1. Key roles and responsibilities

1.1 The Local Authority (LA) is responsible for (under section 26 Children and Families act 2014):

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions and making joint commissioning arrangements for education, health and care provision.
- 1.1.2 Providing support, advice and guidance to schools and their staff for children with medical conditions to attend education full-time.
- 1.1.3 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.

1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting pupils with medical conditions policy and procedures of Weobley High School.
- 1.2.2 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.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping written records of any and all medicines administered to individual pupils along with written parental consent (appendix 3).
- 1.2.8 Ensuring the level of insurance in place reflects the level of risk.

1.3 The Headteacher is responsible for:

- 1.3.1 The day-to-day implementation and management of the Supporting pupils with medical conditions policy and procedures Weobley High School.
- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Making staff aware of a child's medical condition.
- 1.3.5 Developing Individual Healthcare Plans (IHCPs).
- 1.3.6 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.7 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.8 Ensuring the correct level of insurance is in place for staff that support pupils in line with this policy.
- 1.3.9 Contacting the school nursing service in the case of any child who has a medical condition.

1.4 Staff members are responsible for:

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary teachers will make reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication with appropriate training. No member of staff will administer medicine without appropriate training.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if this has been identified as their duty.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.6 All competent first aid trained personnel who have had appropriate training are responsible for administering injections.

1.5 School nurses are responsible for:

- 1.5.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition, and can provide appropriate support to help the child within the education establishment.
- 1.5.2 Liaising locally with lead clinicians on appropriate support.

1.6 Parents and carers are responsible for:

- 1.6.1 Keeping the school informed about any changes to their child/children's health.
- 1.6.2 Completing a parental agreement for school to administer medicine form before bringing medication into school (appendix 3).
- 1.6.3 Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4 Collecting any leftover medicine at the end of the course or year.
- 1.6.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6 Where necessary contributing to Individual Healthcare Plan (IHCP) for their child in collaboration with the SEN support team, SENCo, Headteacher and healthcare professionals. (appendix 2).

2. Definitions

- 2.1.1 "Medication" is defined as any prescribed or over the counter medicine.
- 2.1.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.1.3 A "staff member" is defined as any member of staff employed at Weobley High School including teachers.

3. Training of staff

- 3.1.1 Identified members of staff will receive training on Supporting pupils with medical conditions policy as part of their job description and duties.

- 3.1.2 Identified members of staff will receive regular and ongoing training as part of their development which will be reviewed on an annual basis or when the individual pupil's needs change.
- 3.1.3 Identified members of staff who undertake responsibilities under this policy will receive the appropriate training externally from a recognised provider
- 3.1.4 No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.1.5 The School Business Manager will keep a record of training undertaken by all members of staff and a list of staff qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1.1 Pupils who are competent and suffer from asthma or require an epi-pen to be administered in cases of anaphylaxis will be encouraged to take responsibility for managing their own medicines.
- 4.1.2 Pupils will be allowed to carry their own medicines and devices in cases of asthma and anaphylaxis. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.1.3 If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.1.4 Pupils can only take their own medication under the supervision of a qualified member of first aid trained staff.

5. Individual Healthcare Plans (IHCPs)

- 5.1.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCo) and medical professionals.
- 5.1.2 IHCPs will be easily accessible whilst preserving confidentiality.
- 5.1.3 IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.1.4 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.
- 5.1.5 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.

6. Medicines

- 6.1.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.1.2 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 (appendix 3).
- 6.1.3 No child will be given any prescription or non-prescription medicines without written parental consent.

- 6.1.4 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.
- 6.1.5 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.1.6 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.
- 6.1.7 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.
- 6.1.8 Medications will be stored in Front Office.
- 6.1.9 Any medications left over at the end of the course will be returned to the child's parents.
- 6.1.10 Written records will be kept of any medication administered to children.
- 6.1.11 Pupils will never be prevented from accessing their medication.
- 6.1.12 Weobley High School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1.1 Medical emergencies will be dealt with under the school's emergency procedures.
- 7.1.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency.
- 7.1.3 Pupils will be informed in general terms of what to do in an emergency such as telling a member of staff.
- 7.1.4 If a pupil needs to be taken to hospital, parents will be contacted. If the pupil is to be transported in an ambulance, a member of staff will accompany them and remain with the child until their parents arrive.

8. Avoiding unacceptable practice

- 8.1.1 Weobley High School understands that pupil's with medical needs require additional support and sees the following as unacceptable behaviour:
 - Assuming that pupils with the same condition require the same treatment.
 - 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.
 - Sending the pupil to the medical room without notifying a member of the first aid team if they become ill.
 - 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.

9. Insurance

9.1.1 Staff who undertake responsibilities for administering medicines within this policy are covered by the school's insurance, providing the following is adhered to:

- the duties/tasks being carried out by the employee are within the remit of emergency and/or first aid medical provision;
- the duties/tasks in respect of administering drugs or a medicine have been pre-prescribed by a medical practitioner and are being taken in the dosage documented and are being taken by the person for whom the medication is prescribed;
- and suitable training has been undertaken by the person carrying out the procedure.

9.1.2 Full written insurance policy documents are available to be viewed by members of staff, who are providing support to pupils with medical conditions and by the pupil's parents if required. Those who wish to see the documents should contact the School Business Manager (policies are provided by Herefordshire Council and have been verified for this purpose that cover is appropriate).

10. Complaints

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

10.1.1 Stage 1 – Informal stage- Complaint to Form Tutor.

10.1.2 Stage 2 - Complaint heard by Learning Co-Ordinator.

10.1.3 Stage 3 – Complaint heard by Headteacher or a member of the Senior Leadership Team.

10.1.4 Stage 4 – Complaint heard by Governing Body.

10.1.5 Stage 5 – Complaint heard by the Local Authority.

11. Further Information

Please use the link below for any further information required regarding supporting a child with medical needs.

<https://www.herefordshire.gov.uk/education-and-learning/local-offer/children-with-medical-needs-in-education>

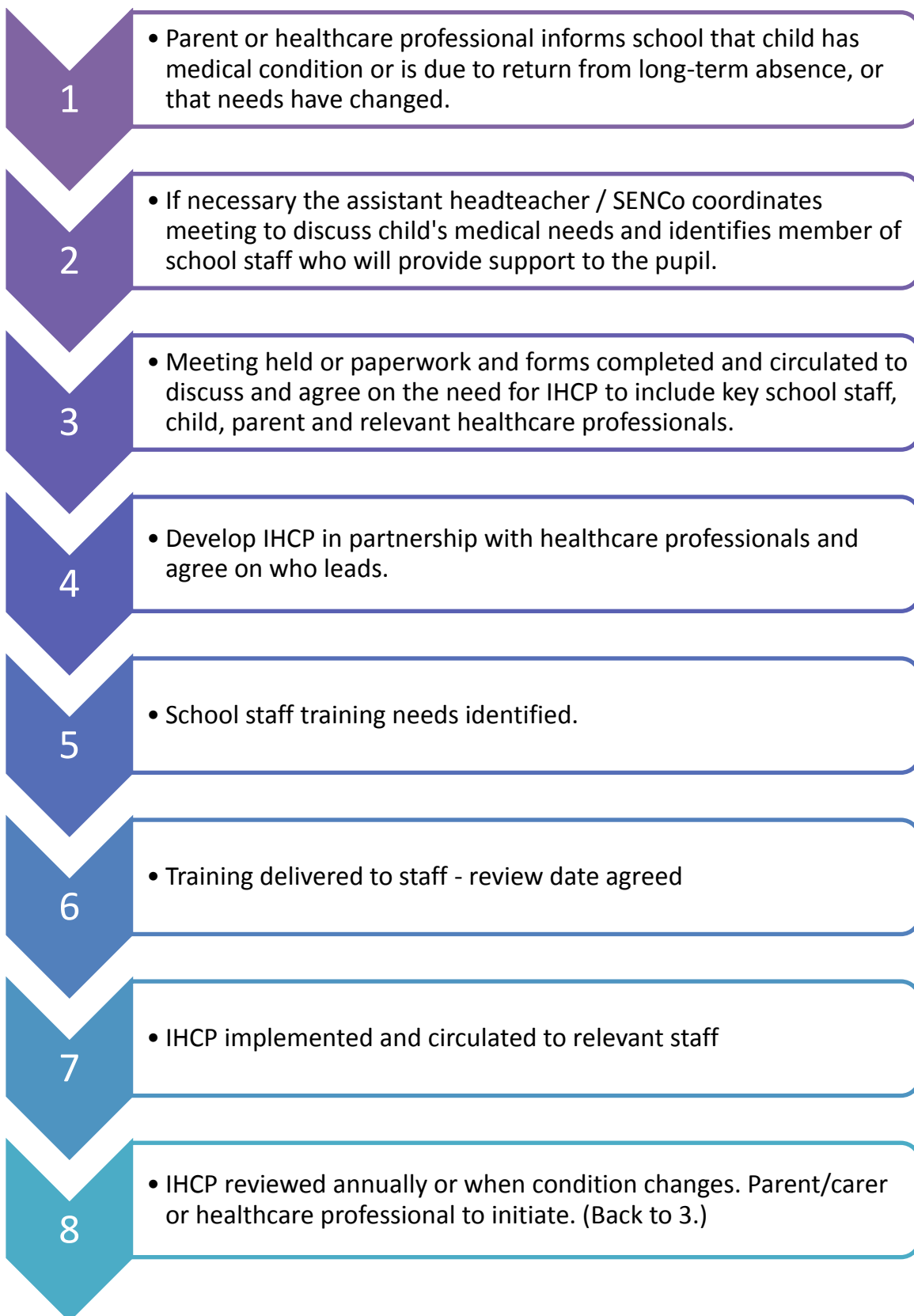
Reviewed on: March 2016

By: Rachel Day

To be reviewed: March 2017

Adopted by the Governing Body on:

Appendix 1: Individual healthcare plan implementation procedure



Appendix 2

Weobley High School Individual Healthcare Plan

| | |
|-------------------|--|
| Pupil's Full Name | |
| Date of Birth | |
| Full Address | |
| | |

This plan should be completed by the pupil's Parent/Carer and approved by her/his Doctor.

| | |
|--------------------------------|--|
| Medical diagnosis or condition | |
| Name of approving Doctor | |
| Signature and Date | |
| Review date | |
| Clinic/Hospital Name | |
| Telephone Number | |
| GP Name | |
| Telephone Number | |

(A letter detailing medication/care and signed by the Doctor/Hospital consultant or specialist nurse can replace the signature).

| | |
|----------------------------|--|
| Name of Parent or Guardian | |
| Signature and Date | |
| Full Address | |
| Relationship to Pupil | |
| Home telephone number | |
| Mobile number | |
| Work telephone number | |
| Email Address | |

Once completed, the Parent/Carer is responsible for taking a copy of this School Health Care Plan to all relevant Hospital/Doctors' appointments for updating.

| |
|--|
| 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 |

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|---|
| |
| Daily Care Requirements: |
| Specific support for the pupil's educational, social and emotional needs: |
| Who is responsible for providing support in school: |
| Arrangements for school trips and visits etc |
| Other Information: |

I wish my child to have the medication/care detailed in this care plan and I accept that the emergency services will be summoned as required in the event that the School is unable to administer the plan at any time where appropriate.

| | | |
|----------------------------------|--|-------------|
| Signature of Parent/Carer | | Date |
|----------------------------------|--|-------------|

The Headteacher

I agree to this plan being administered in School. The medication will be administered by Staff that has been made aware of the procedures to follow.
 In the event that these procedures cannot be implemented at any time, the School will follow advice received from a health professional in summoning the emergency service as appropriate.

| | |
|----------------------------|--|
| Name of Headteacher | |
| Signature and Date | |
| Form copied to: | |
| | |
| | |
| | |

Appendix 3



Weobley High School

The Administration of Medication to Pupil

Please complete this form if you wish a qualified first aider to administrate medication to your child during the school day.

Name of child..... Form.....

Medication to be administrated.....

Dose to be given..... Time of day to be administrated.....

Reason(s) that the medication is to be taken for i.e. Headaches
.....

*Start date..... End date
(*if appropriate)

Any other relevant Information.....

Parent/Guardian signature.....

Date.....

Received in school by.....

Date.....

Returned medication to Parent/Guardian by.....

Date.....

***** Important *****

The school will administrate the named medication to the student for only the stated condition(s) above.

We are unable to administrate any medication without this form being completed.



Weobley High School

| Date | Pupil's Name | Time | Medication and Dose Administrated | Staff Signature |
|------|--------------|------|-----------------------------------|-----------------|
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Appendix 5: 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.

- Your telephone number – **01544 318 159**
- Your name.
- Your location as follows: **Weobley High School, Burton Wood, Weobley, HR4 8ST.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 6 Letter to parents regarding IHCP

Address

29.02.2016

Dear Parent/Carer

Re: Weobley High School Individual Healthcare Plan for Name / DOB

Thank you for informing us of your child's medical condition.

In order to support pupils with a medical condition it is Weobley High School's requirement for an individual healthcare plan to be completed, setting out what support 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.

It would be helpful if you could complete the attached individual healthcare plan and return it, together with any relevant information, in the envelope provided.

Yours sincerely

Mrs R Day
Assistant Headteacher (Additional Needs)
DMS/SENCo