

**HOWARD OF EFFINGHAM SCHOOL**  
**Supporting students at school with medical conditions policy**

Purpose:

**The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.**

Date created: June 2015

Governors Committee Responsible: PSC

Senior Leader Contact: Julie Menhennett

Review period: annual

Date reviewed: June 2017

Date ratified: June 2015

Next due for review: June 2018

**Howard of Effingham School respects the unique contribution which every individual can make to the community and seeks to place this contribution within a clear structure which both embraces the highest possible academic aspirations and accepts individual differences in medical conditions. At our school, every teacher is a teacher of every student, including those with medical conditions with a focus on bringing out the best in all. We are proud of our inclusive environment which ensures that all students, no matter their additional needs, are included in all activities, including educational visits.**

This policy is based on the Children and Families Act 2014<sup>1</sup>, the Education Act 2002<sup>2</sup>, Children Act 1989<sup>3</sup>, Children Act 2004<sup>4</sup>, Equality Act 2010, the Code of Practice 2014 and Supporting pupils at school with medical conditions (DfE) 2014. It is to be read in conjunction with the SEN Policy.

Young people with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and enable them to access their learning. They may require monitoring and interventions in emergency circumstances. It is important to recognise that young people's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. Some young people with medical conditions may be disabled and, as a school, we

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<sup>1</sup> Section 100

<sup>2</sup> Sections 21 and 175

<sup>3</sup> Sections 3 and 17

<sup>4</sup> Section 10

will comply with our duties under the Equality Act 2010. For young people with special education needs (SEN), this policy should be read in conjunction with the SEN Policy.

### **Individual Healthcare Plans**

Individual healthcare plans ensure that we are able to effectively support students with medical conditions. They provide clarity about what needs to be done, when and by whom. They will be helpful when conditions fluctuate, where there is a high risk that emergency intervention is needed or where medical conditions are long-term and complex. Not all children with medical conditions will need an individual healthcare plan.

Individual healthcare plans will vary depending on the young person's needs and the level of detail will depend on the complexity of the young person's condition and degree of support needed. Where a young person has SEN but does not have a statement of EHCP, their special educational needs should be mentioned in the individual healthcare plan. Where they have a statement of EHCP, the individual healthcare plan should be linked to or become part of this plan.

Plans will be drawn up in partnership with the school, parents, young person and relevant healthcare professionals. They will be reviewed annually or earlier if evidence is presented that the young person's needs have changed.

Individual healthcare plans are likely to include:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs
- Specific support for the student's educational, social and emotional needs
- The level of support needed
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the young person's medical condition from a healthcare professional
- Who in school needs to be aware of the young person's condition and the support required
- Arrangements for written permission from parents and the Head of School for medication to be administered by a member of staff or self-administered by the student
- Separate arrangements or procedures required for educational visits
- What to do in an emergency

See Appendix A for an example individual healthcare plan.

## **Staff Training and Support**

Any member of staff providing support to a student with medical needs should have received suitable training. These training needs will be identified with the support of relevant healthcare professionals and the training will be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions and to fulfil the requirements set out in individual healthcare plans.

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training. A first-aid certificate does not constitute appropriate training in supporting young people with medical conditions.

The school will arrange whole school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing the policy.

## **The young person's role in managing their own medical needs**

Wherever possible, young people should be able to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

## **Managing medicines on school premises**

Medicines should only be administered at school when it would be detrimental to a young person's health or school attendance not to do so. The school will require parental written consent for a young person under the age of 16 to be given prescription or non-prescription medicines. In exceptional circumstance, if pain relief medication is given, it must not contain aspirin unless prescribed by a doctor. Maximum dosages and when the previous dose was taken will be checked and parents will be informed.

The school will only accept prescribed medicines that are 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 will be generally available inside an insulin pen or pump.

All medicines will be stored safely. The young people will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available and not locked away. A young person who has been prescribed a controlled drug may legally have it in their possession but it is an offence to pass it onto another young person for use. Controlled drugs should be securely stored in a non-portable container and only named staff should have access. These drugs should be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug kept in school.

When no longer required, the medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps.

### **Record keeping**

Written records will be kept of all medicines administered to young people.

### **Emergency Procedures**

Where a young person has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do. If a young person needs to be taken to hospital, staff will stay with them until the parent arrives, or accompany a young person taken to hospital by ambulance.

### **Educational Visits and Sporting Activities**

Students with medical conditions will be actively supported to participate in educational visits and sporting activities. All students will be able to participate in these activities according to their own abilities and with any reasonable adjustments unless evidence from a clinician, such as a GP, states that this is not possible. The school will carry out a risk assessment so that planning arrangements take into account any steps needed to ensure that students with medical conditions are included.

### **Roles and Responsibilities**

Supporting a young person with a medical condition during school hours is not the sole responsibility of one person. The school will aim to work cooperatively with other agencies such as healthcare professionals, social care professionals (where appropriate) and the local authority in addition to the young person and their family. Different groups within school have different responsibilities:

- **Governors** will make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed, implemented and reviewed. They will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support young people with medical conditions.
- **The Headteacher** will ensure that all staff are aware of the policy and understand their role in its implementation. The headteacher will ensure that all staff who need to know are aware of the young person's condition. They will also ensure that sufficient trained members of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. They will ensure that school staff are appropriately insured to carry out these responsibilities.

- **The Teacher responsible for Young People with a medical condition** will oversee the development of individual healthcare plans and review these on an annual basis. They will ensure that any action agreed by the school in the healthcare plan is carried out.
- **School Staff** may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support young people with medical conditions. Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- **The School Nurse** is responsible for notifying the school when a young person has been identified as having a medical condition which will require support in school. The school nurse may support the school on implementing a young person's individual healthcare plan and provide advice and training.
- **Other healthcare professionals, including GPs and paediatricians** should notify the school nurse when a young person has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions e.g. asthma and diabetes.
- **Students** with medical conditions should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and work with, their individual healthcare plan.
- **Parents/Carers** of young people with medical conditions should provide the school with sufficient and up to date information. Parents/carers will be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation e.g. provide medication and equipment and ensure they or another nominated adult are contactable at all times.
- **The Local Authority** should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. The local authority should work with the school to support students with medical conditions to attend full time. Where students would not receive a suitable education in a mainstream school due to their health needs, it is the responsibility of the local authority to make other arrangements. They should be ready to make arrangements when it is clear that a young person will be away from school for 15 days or more due to their health needs.

**Unacceptable Practice** – it is not generally acceptable practice to:

- Prevent young people from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the young person or their parents or ignore medical evidence or opinion
- Send young people with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan
- If the young person becomes ill, send them to student services unaccompanied or with someone unsuitable
- Penalise young people for their attendance record if their absences are related to their medical condition
- Prevent young people 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 child, including with toileting issues
- Prevent young people from participating, or create unnecessary barriers to them participating in any aspect of school life, including educational visits.

### **Liability and Indemnity**

The school's insurance policy will provide liability cover relating to the administration of medication. Individual cover may need to be arranged by the school for individuals providing health care procedures.

### **Complaints**

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they should follow the school's complaints procedure.

Appendix A

Example Individual Healthcare Plan

<b>Name:</b>		<b>Tutor Group:</b>	
<b>d.o.b.</b>			
<b>Medical Condition</b>			
<b>Clinic/Hospital Contact</b>			
<b>Name:</b>			
<b>Phone No:</b>			
<b>GP contact</b>			
<b>Name:</b>			
<b>Phone No:</b>			
<b>Triggers</b>	<b>Symptoms</b>	<b>Treatments</b>	
<b>Specific Support</b>			
<b>Educational Needs</b>	<b>Social Needs</b>	<b>Emotional Needs</b>	
<b>Level of support</b>			
<b>Provision of support</b>			
<b>Who</b>	<b>Training needs</b>	<b>Expectations of role</b>	<b>Proficiency confirmed by healthcare professional</b>
<b>Who needs to be aware in school</b>			
<b>Written permission for administering of medication</b>			
<b>What constitutes an emergency</b>			
<b>Procedures to follow in an emergency</b>			
<b>Follow up care</b>			

<b>Arrangements for educational visits</b>
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