

The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

**POLICIES, PROCEDURES AND GUIDANCE**



# St Luke's School

## Supporting pupils with medical conditions policy

**Date Last Reviewed:** November 2022

**Date Governing Body Approved:**

**Review Period:** Two - Yearly

**Staff Responsibility:** Rachel Andrew

**Date for Next Review:** September 2024

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## **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

The governing board will implement this policy by:

Making sure sufficient staff are suitably trained

Making staff aware of pupils' conditions, 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)

The named person with responsibility for implementing this policy is Stephen Hoult-Allen

## **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.

This policy is based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

## **3. Roles and responsibilities**

### **3.1 The governing board**

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

### 3.2 The Executive Headteacher

The Executive 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

- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

#### 3.2.1 The SENCO/Head of Inclusion

The SENCO/Head of Inclusion will:

- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs

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 Community Staff Nurse for School Health

Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 3.3 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.

Staff leading excursions and trips will ensure they are fully aware of the medical needs of each child as part of the extensive risk assessments. Medication and IHPs will be taken with the lead trip organizer on such events.

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.

### 3.4 Parents

Parents will:

Provide the school with sufficient and up-to-date information about their child's medical needs

Be involved in the development and review of their child's IHP and may be involved in its drafting

Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### 3.5 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.

### 3.6 Community Staff Nurse for School Health and other healthcare professionals

The school nursing service may 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. They may also support staff to implement a child's IHP.

Healthcare professionals such as GPs and paediatricians will liaise with the school and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **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.

See Appendices

## **6. Individual healthcare plans (IHPs)**

The Executive Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCO/Head of Inclusion

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 no consensus, the SENCO will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the Community Staff Nurse for School Health, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs, if in place, will be identified as such in any Education, Health and Care Plan and attached as an appendices.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The 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

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.

Arrangements for written permission from parents 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 that the trip leader must complete and make appropriate arrangements for

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 medicines

Prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so **and**, where we have parents' written consent. **The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- 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
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

### Over the counter medicines will be administered at school:

If it is paracetamol, ibuprofen, or Calpol, where we have

- written parental consent, and written acknowledgement that this has been given previously will no ill side-effects.
- Confirmation that the medication has not been given at home within the timescale for that drug

The school will only accept over the counter medicines that are:

- In-date
- Labelled
- Provided in the original container, and include instructions for administration, dosage and storage

All medicines will be stored safely. Pupils will be informed about 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 will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

**Herbal medication will not be administered.**

### **7.1 Controlled drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the classroom and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **7.2 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, a risk assessment made and it will be reflected in their IHPs.

Following a risk assessment, such pupils will be allowed to carry their own medicines and relevant devices wherever possible, following a risk assessment.

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.

### **7.3 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
- 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 SENCO. Training will be kept up to date by the Deputy Head of School.

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 SENCO/Head of Inclusion will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. 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; on our School Information Management System; Arbor (pinned to the top and in the medical section)

## **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 accessible on demand from the Head of Operations.

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the SENCO/Head of Inclusion or, Executive Headteacher in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **13. Monitoring arrangements**

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

#### **14. Links to other policies**

This policy links to the following policies:

Accessibility plan

Intimate Care Policy

Complaints

Equality information and objectives

First aid

Health and safety

Safeguarding

Special educational needs information report and policy



**PRESCRIBED MEDICATION Handover form: School to Home**

**ATTN: Passenger Transport Assistant / Driver or, parent**

I confirm I have received the medication belonging to \_\_\_\_\_ and will hand this directly to the parent/carer upon arrival.

**NB: ALL MEDICATION MUST BE PRESCRIBED AND IN ITS ORIGINAL PACKAGING**

Passenger Transport Assistant (PTA)/ Driver Signature:	Contact Number:	
	Date:	
Member of Staff giving back medication: Signature:		

**This form needs to be returned to the school Reception Desk**



# St Luke's School

## Guidance: Pupils' Medication in School

This guidance supplements the Policy: **Supporting Pupils with Medical Conditions**

**The school only dispenses medication that is prescribed by a hospital or GP and some over the counter medicines (see policy) – we do not dispense alternative medicines**

### Procedures

1. Medication is in a labelled, prescribed box/bottle with the child's name and dispensing instructions
2. PTA/ parent hands medication and consent form to the person on duty at Transport (or Reception). This is placed in a box. Don't accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
3. The box is delivered to the EHCP Transitions Office
4. If medication comes into school *without* the Parent Consent form, then Admin (Wendy) will telephone home urgently to get verbal confirmation, records this on Arbor and sends a form to complete to the parent/carer or advises this is on the website
5. SENCO (Rachel Andrew) identifies all controlled medication and storage requirements (e.g. refrigeration/ locked requirements) and records this on the IHP
6. Admin (Wendy Hollman) enters details on arbor and produces an IHP for the pupil for new medication/ adds to the existing IHP
7. We do not give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
8. IHP pinned to the top of Arbor by Admin (Wendy Hollman)
9. Medication is given to the child's class teacher with signing documents for dispensing records
10. Store medicine safely in the lockable cabinet/ fridge
11. Make sure the child knows where their medicine is kept, and can access it immediately. Don't lock away emergency medicine or devices such as adrenaline pens or asthma inhalers

12. Class teacher follows instructions on the IHP for administering.
13. Class teacher notes the times of dispensing required (suggestion – set a regular alarm)
14. Check the maximum dosage and when the previous dosage was taken before administering medicine
15. Class teacher/ TA dispense the medication at the required time and the form is double signed by the administrator and witness
16. Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it and the witness. BE AWARE OF USUAL MEDICATION CHANGING – IE NUMBER OF TABLETS WILL LIKELY CHANGE WITH A CHANGE OF DOSAGE.
17. Don't force a child to take their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents
18. Inform parents if their child has received medicine or been unwell at school
19. Class teacher notes any adverse/ appropriate effects of the medication where they transpire
20. Class teacher advises parents/carers of medication levels when running low
21. SENCO undertakes regular (monthly) checks on the dispensing charts and storage of medication across the school
22. Any medication left at the end of the term is given to the PTA/ parent by a member of the class team and the Handover document is signed by both parties
23. Class teachers review the IHPs with parents/carers at Parents' Evenings
24. IHPs are reviewed annually by EHCP Coordinator (Lisa Williams)

**Notes:**

**Don't give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor**

**Any over the counter medication (ibufen, paracetamol, Calpol) is only given once established with the parent/carer when the last dose was given, to ensure administration is within the timeframes.**



# St Luke's School

## Individual Health Plans (IHPs)

Author: Rachel Andrew

Agreed: Stephen Hoult-Allen

Date: November 2022

### Individual Health Plans (IHPs) should be in place for:

- Children needing medication dispensed in school
- Children with serious health and care issues

### IHP: Serious Health/other Issues:

1. New pupil identified as needing IHP should be indicated on EHCP and accompanying documentation from the child's previous school (Transitions Coordinator). If medical condition suggests needing an IHP then the Transitions Coordinator enquires at the previous school.
2. Transition Coordinator (Jacqui Roper) ensures document is in school prior to child visiting on transition days
3. Information transferred to our IHP form by Administrator (Wendy Hollman)
4. IHP is pinned to Arbor (Wendy Hollman)
5. Class teacher is notified by email about the document
6. IHP is reviewed at Parents' Evenings by Class teachers
7. IHP is reviewed at Annual EHCP reviews with EHCP co-ordinator (Lisa Williams). The EHCP coordinator will invite relevant health professionals to the annual review meeting.