



Langmoor Primary School

Supporting pupils with medical conditions policy

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Definition of 'medical condition'

For the purposes of this policy, a medical condition is any illness or disability which a pupil has. It can:

- be physical or mental
- be a single episode or recurrent
- be short-term or long-term
- be relatively straightforward (e.g. the pupil can manage the condition themselves without support or monitoring) or complex (requiring ongoing support, medicines or care while at school, to help the pupil manage their condition and keep them well)
- involve medication or medical equipment
- affect participation in school activities or limit access to education.

Medical conditions may change over time, in ways that cannot always be predicted.

Policy statement and principles

This school is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being.
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- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - Staff receive ongoing training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
 - All staff feel confident in knowing what to do in an emergency.
 - This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - This school understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at this school.

This school has developed this policy with advice from the school nurse. The governing body has a statutory duty to make arrangements for pupils with medical needs under s.100 of the Children and Families Act 2014. The policy and supporting documents are based on Department of Education statutory guidance (December 2015) [Supporting pupils at school with medical conditions.](#)



The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. This communication will appear on the school website, in newsletters. Staff will be informed through staff meetings and training days.

This policy will be revised on a 3 yearly basis.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

Roles and responsibilities

Parents and guardians – *to inform the school of any new or existing conditions a child may have. To fill out the appropriate paperwork to ensure that any medication is delivered at the correct dosage. To ensure that children have any medication required in school and that it is in date.*

Pupils – *to speak to any adults in school if they require their condition such as their inhaler. To ensure they know where their medication is and if they leave the school building that their medication accompanies them.*

The Governing Body – *ensure that the policy is sufficient to meet the requirements of section 100 Children and Families Act 2014, ensure health and safety measures for staff and pupils, risk assessments are inclusive of pupils with medical conditions, medical policy is kept up to date, report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication*

The headteacher – *To ensure school is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure policy is implemented and kept up to date, ensure training for staff (First Aid training completed on a three year cycle) and ensure insurance arrangements are sufficient to keep school staff covered, keep the school nursing service informed and engaged with individual pupils*

Teachers and other school staff – *be aware of triggers and symptoms of conditions and how to act in an emergency, know which pupils have a medical condition, allow pupils immediate access to emergency medication, communicate with parents if child unwell, ensure pupils have their medication when out of the classroom, be aware if pupils with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on pupils, ensure all pupils with medical conditions are not excluded unnecessarily from activities, ensure pupils with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions*

Other health professional – *help update school's medical policy, help provide regular training to school staff on common medical conditions, provide information about additional training, give*



immediate help to casualties in school, ensure ambulance or other professional help is called when necessary including the development of Individual Healthcare Plans

SENDSCO – help update school’s medical policy, know which pupils have SEN due to their medical condition, ensure teachers make arrangements if pupil needs special consideration, ensure pupils with medical conditions are not excluded unnecessarily from activities

Pupils who cannot attend school because of health needs

Where a pupil cannot attend school because of medical needs, initially the school will follow the usual process around attendance and mark the pupil as ill for the purposes of the register. Where a child is unable to attend school due to a medical condition the local authority has a duty to ensure that the pupil receives suitable educational provision. While the school recognises that there is no specific statutory point at which the local authority does have to put in place suitable provision, the guidance from the Department for Education (January 2013) is that suitable provision should be put in place from the sixth day of the absence and that delay should be minimal. The school will work with the local authority to ensure that all involved in a pupil’s education are kept up to date on the pupil’s condition and the school’s ability to meet the pupil’s medical needs.

Monitoring of Individual Healthcare Plans

This school uses Individual Healthcare Plans (IHCPs) to record important details about individual children’s medical needs at school. The plans will include the following (depending on the individual circumstances):

- Details of the medical condition – triggers, signs, symptoms and treatments
- Details of the impact of the condition on the child including the need for medication or other support, facilities or equipment that may be required
- Details of any specific support required to meet the individual’s education, social or emotional needs
- Training requirements
- Internal information requirements (who needs to know)
- Parental consents for administration of medicine and sharing information
- Details of the designated individuals to be entrusted with information about the pupil’s condition, where confidentiality issues are raised by the pupil or parent
- Information relevant to off-site visits
- Emergency information

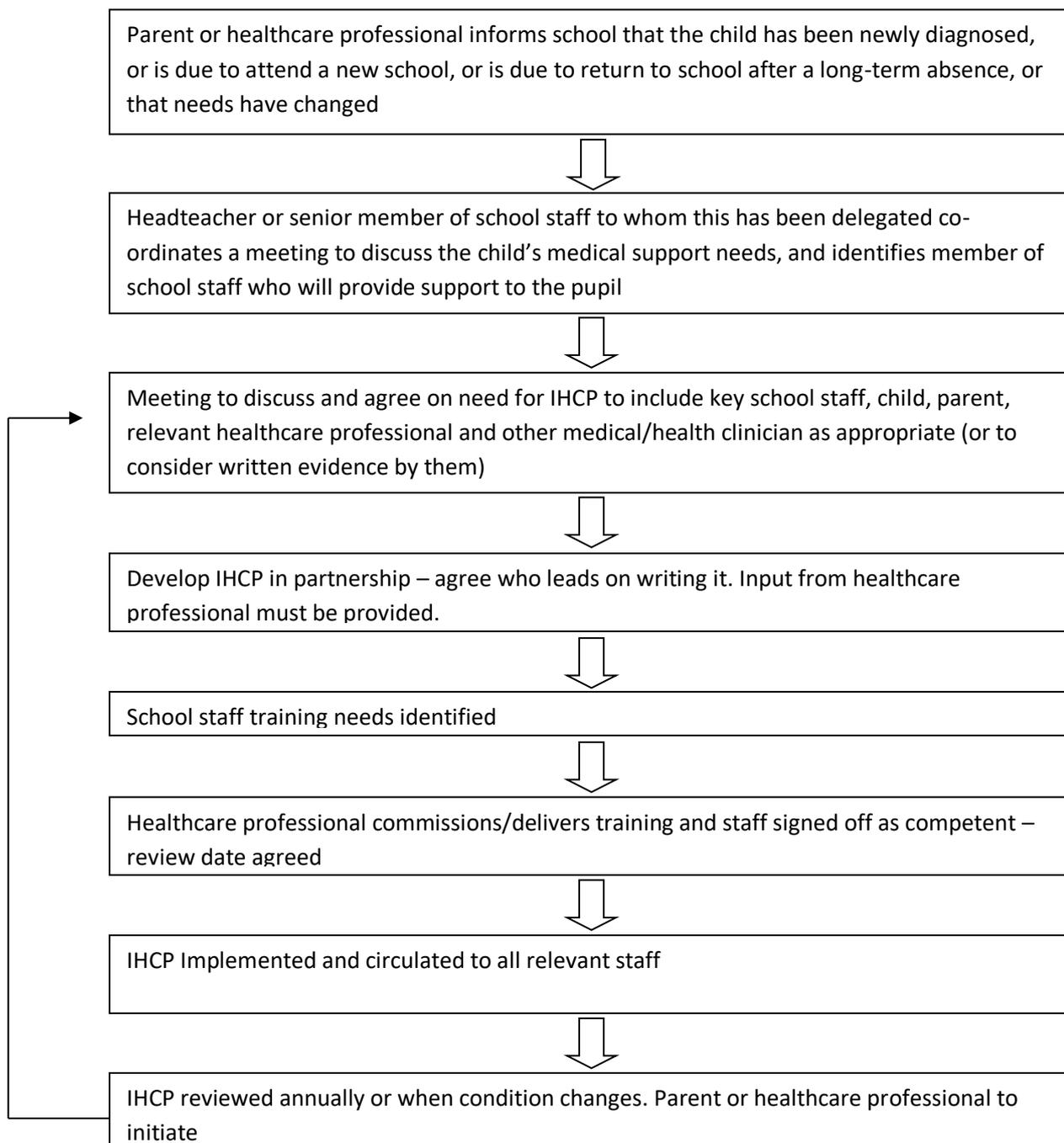
Further documentation can be attached to the Individual Healthcare Plan if required.

- As soon as the school is informed that a child has a long standing medical condition the relevant information will be sent home and asked to be completed on a yearly basis
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil’s parents to complete.

- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.

Monitoring of an Individual Healthcare Plan:





School health care register

- This information is kept in a folder in the school office. It is organized in Year group order and it is the responsibility of the First Aid Lead to ensure it is up to date throughout the Academic Year.

Ongoing communication and review of Individual Healthcare Plans

- Parents must keep the school informed of any changes to their child's medication. This is reviewed yearly by the school, but if any changes are made following on from any medical appointments, parents must inform the school immediately.

Storage and access to Individual Healthcare Plans

- The Individual Healthcare plans are kept in the school office in an easily accessible file. This office is locked at night, and when no one is working in there.
- All staff know where this folder is and there is also a chart in the staffroom which has photos of children and their known medical conditions.
- Kitchen staff are also privy to any food allergen information and LTS are informed if any special diets are required as a result.

Individual Healthcare Plans are used by this school to:

- Inform all relevant staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Reviewing Individual Healthcare Plans

Every Individual Healthcare Plan shall be reviewed at least annually. The headteacher of the First Aid Lead shall, as soon as practicable, contact the pupil's parents/carers and the relevant healthcare provider to ascertain whether the current Individual Healthcare Plan is still needed or needs to be changed. If the school receives notification that the pupil's needs have changed, a review of the Individual Healthcare Plan will be undertaken as soon as practicable.

Where practicable, staff who provide support to the pupil with the medical condition shall be included in any meetings where the pupil's condition is discussed.



Administration of medication

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent following appropriate training and in accordance with that child's IHCP and/or arrangements that have been agreed in writing by the school.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover and will be made available to staff on request.
- Medicines will only be administered at the school when it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Storage of medication

Safe storage – emergency medication (including EpiPens)

- a. Emergency medication is readily available to pupils who require it at all times during the school day. This is kept in a fridge in the staff room.
- b. All EpiPens are kept in the school office in a clearly labelled box. All inhalers are kept in clear wallets in the classrooms.
- c. Pupils are reminded to carry their emergency medication with them when off site

Safe storage – non-emergency medication

- a. All non-emergency medication is kept in the fridge in the staff room.
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The First Aid lead ensures the correct storage of medication at school.
- b. Three times a year the First Aid lead checks the expiry dates for all medication stored at school
- c. The First Aid lead along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container (except insulin) and clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.



- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- f. There is a sharps bin and a hazardous waste/bodily fluids bin in the First Aid room.

Record keeping

In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up to date about a child or young person's medical needs via the Individual Healthcare Plan.
- Staff are trained on a three yearly cycle. However, if a child enters school with a condition that requires training, the school nurse is contacted to provide that training. Anaphylaxis training is completed yearly.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- [What procedures do you have in place to make sure everyone involved, and the hospital, is aware of the contents of a pupil's Individual Healthcare Plan in an emergency]
- Any information that needs to be sent to another school through transition will be securely transferred and signed for
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management and/or the school's critical incidents team.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers are held by the pupil who must take the responsibility to have it to hand at all times.
- Pupils are encouraged to administer their own emergency medication (e.g. EpiPen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Pupils are encouraged to keep spare supplies of emergency medication if possible



- For off-site activities, such as visits, holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Unacceptable practice

Our staff recognise that it is not acceptable practice to do the following:

- Prevent children 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 child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children 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 child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children 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 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; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Complaints

Complaints about support in accordance with this policy should be dealt with in accordance with the school's published complaints policy.

Appendix

- *Template A – Individual Healthcare Plan*
- *Epi Pen Plan – to be filled in with conjunction with the GP*
- *Form to say which staff will administer the EpiPen*
- *Form to be sent with child to hospital if EpiPen administered*
- *Template B – Short term medication form*

