



SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

1 AIMS

- 1.1 Redland Green School aims to ensure that all students with medical conditions, both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Arrangements will be put in place by the school that will promote learning, confidence and independence, including self-care.

2 DEFINITION

- 2.1 A medical condition is defined as a disease, illness or injury (including both physical and mental health) for which a student is receiving advice from or under the supervision of a health professional. Any medication taken for a medical condition is likely to be prescribed by a doctor and taken for a prolonged period of time.

3 PRINCIPLES

- 3.1 The Governing Body will act in accordance with the Equalities Act and the Students & Families Act, which places a duty on schools to make arrangements for students with medical conditions.
- 3.2 This policy should be read in conjunction with the school's:
- Policies and procedures for the administration of medicines, first aid and dealing with bereavement
 - Intimate Care Policy
 - Special Educational Needs (SEN) Policy and the SEN Code of Practice
 - Equality Plan
 - Safeguarding & Child Protection Policy
- 3.3 Redland Green School is committed to ensuring that all staff responsible for the care of students will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust. Staff will be trained to meet these responsibilities.
- 3.4 Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- 3.5 Redland Green School recognises that there is a need to treat all students, whatever their age, gender, gender identity and gender reassignment, disability, religion or ethnicity, with dignity and respect.
- 3.6 Students with medical conditions have the same right of admission to school as other students. No student will be denied admission because arrangements for their medical condition have not been made where it is reasonable to do so.

4 ROLES & RESPONSIBILITIES

- 4.1 Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The school's ability to provide effective support will depend on working cooperatively

with healthcare professionals (and where appropriate, Social Care professionals), local authorities, parents and students.

4.2 **PARENTS' RESPONSIBILITY**

Parents are responsible for ensuring that their student is well enough to attend school.

4.3 Parents must provide the school with sufficient information about their child's medical condition and support and care required at school, and must keep the school informed of any updates.

4.4 Parents will be encouraged to support students to self-administer medication when this is practicable and that members of staff will only be asked to be involved if there is no alternative.

4.5 Parents must ask the pharmacist in order to supply any medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Refer to Policy and Procedures for the Administration of Medicines, First Aid and Dealing with Bereavement.

4.6 **THE GOVERNING BODY'S RESPONSIBILITY**

The Governing Body will ensure that the policy is appropriate and arrangements are in place for effective policy implementation.

4.7 The Governing Body will be responsible for ensuring that Individual Health & Care Plans (IHCPs) are reviewed at least annually or earlier if evidence is presented that the student's needs have changed.

4.8 **THE HEADTEACHER'S RESPONSIBILITY**

The Headteacher will ensure that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.

4.9 **STAFF'S RESPONSIBILITY**

The **Deputy Headteacher** with responsibility for safeguarding and continuing personal professional development (CPPD), in liaison with the **Lead First-Aider**, will ensure that sufficient staff are suitably trained. This includes ensuring that there are arrangements for cover in case of staff absence.

4.10 **Staff** will work in close partnership with parents and medical professionals to share information and provide continuity of care.

4.11 The **Lead First-Aider** will ensure that all relevant staff will be made aware of a student's medical condition. This includes briefing supply staff and supporting trip leaders to complete risk assessments for all off-site activities.

4.12 IHCPs will be developed and monitored by the **Lead First-Aider** in collaboration with parents and medical professionals except when the student has an Education Health & Care Plan (EHCP) where the **SENCo** will take the lead.

4.13 Students with medical conditions will often be best placed to provide information about how their condition affects them. They should contribute as much as possible to the development of, and comply with, their IHCP.

4.14 Where students refuse to take their medication under supervision, as requested by their parent or doctor, the staff will not force them to do so by any means; parents will be informed immediately and will take responsibility for their student's medical needs at this point.

- 4.15 The school will, if in any doubt about a student's condition, contact the emergency services, with or without a parent's request/consent.

5 THE STUDENT'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- 5.1 After discussion with parents, students who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within their IHCP.
- 5.2 Wherever possible and appropriate for a student to self-manage, students should be allowed to carry their own prescribed medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.
- 5.3 The **Lead First-Aider** must be informed when a student who has been prescribed a controlled drug. The student may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence.
- 5.4 Students must only carry the required dosage of any non-prescription medication (eg Paracetamol or allergy tablets) that is required for that day.

6 PROCESS FOR DEVELOPING IHCPs

Parent or healthcare professional informs school that the student has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed.



The student's Head of House co-ordinates a meeting, involving the Lead First-Aider, to discuss the student's medical support needs; and identifies members of school staff who will provide support to the student.



Meeting is held to discuss and agree on need for IHCP to include key school staff, student, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them). If the student does not have an EHCP then SEN information will be included in the IHCP.



Develop IHCP in partnership and agree who leads on writing it. Input from healthcare professional must be provided.



School staff training needs identified.



Healthcare professional commissions/delivers training and staff signed-off as competent; review date agreed.



IHCP implemented and circulated to all relevant staff.



IHCP reviewed annually or when condition changes. Parent or healthcare professional to initiate.



- 6.1 Where a student benefits from home to school transport, the responsibility of Local Authority (LA), the Lead First-Aider will make the LA aware of a student's IHCP and what it contains, especially in respect of emergency situations.
- 6.2 Where the school has arranged regular transportation for a student, the Head of House will inform the transport provider as required.

7 EMERGENCIES

- 7.1 Where a student has an IHCP, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

- 7.2 Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- 7.3 If a student needs to be taken to hospital, a member of staff should stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance.

8 STAFF TRAINING & SUPPORT

- 8.1 Any member of school staff providing support to a student with medical needs should have received suitable training. This should have been identified during the development or review of IHCPs.
- 8.2 Training should 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 as set out in IHCPs. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- 8.3 The relevant health care professional should normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained.
- 8.4 Staff must not give prescription medicines or undertake health care procedures without appropriate training (refer to the school's policies and procedures for the administration of medicines, first aid and dealing with bereavement.)
- 8.5 The school will ensure that all staff are aware of this policy and their role in implementing the policy; this includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

9 SCHOOL TRIPS, VISITS & ACTIVITIES

- 9.1 The school will make every effort to ensure that students with medical needs have the opportunity to participate in school trips, as long as the safety of the student concerned and that of other students is not compromised by their inclusion and where it is reasonable to do so.
- 9.2 The trip leader will complete a risk assessment and take additional measures as reasonable and necessary to accommodate the inclusion of the student, consulting with parents and medical professionals as required.
- 9.3 The Lead First-Aider must ensure that the trip leader has full information on medical needs and any relevant emergency procedures.

10 MANAGING MEDICINES ON SCHOOL PREMISES

- 10.1 Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- 10.2 No student under 16 will be given prescription or non-prescription medicines without their parent's written consent except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort will be made to encourage the student or young person to involve their parents while respecting their right to confidentiality.
- 10.3 A student under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.
- 10.4 Where clinically possible, medicines will be prescribed in dose frequencies, which enable them to be taken outside school hours.
- 10.5 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 must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

- 10.6 All medicines will be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to students. This is particularly important to consider when outside of school premises eg on school trips.
- 10.7 A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. Monitoring arrangements may be necessary. Schools will otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access. Controlled drugs will be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- 10.8 School staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- 10.9 When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

11 UNACCEPTABLE PRACTICE

- 11.1 School staff should use their discretion and judge each case on its merits with reference to the student's ICHP. It is not generally acceptable practice to:
- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
 - Assume that every student with the same condition requires the same treatment
 - Ignore the views of the student or their parents; or ignore medical evidence or opinion, (although this may be challenged)
 - Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their ICHPs
 - If a student becomes ill, send them to the school medical room unaccompanied or with someone unsuitable
 - Penalise students for their attendance record if their absences are related to their medical condition eg hospital appointments
 - Prevent students 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
 - Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips

12 RECORD KEEPING

12.1 Written records are kept of all medicines administered to students.

12.2 Parents will be informed if their child has been unwell at school.

13 LIABILITY & INDEMNITY

13.1 The insurance cover for Redland Green School includes cover for the supply of medicine to students with a medical condition on the basis that the drugs or medicines have already been prescribed by the student's doctor (or similar) and the school is aware of the condition and prescription. The insurance cover also extends to normal first aid such as the administration of plasters or bandages etc. In addition there is also full cover for any emergency first aid provided. The insurance does not extend to providing cover for drugs or medicines to students where the school is not aware of both the medical condition of the student and any prescription for drugs or medicines for the student.

13.2 The insurance policies and requirements are available to staff who provide such support.

14 COMPLAINTS

14.1 Should parents 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 may make a formal complaint via the school's Complaints Procedure.

15 MONITORING & ASSESSING POLICY IMPACT

15.1 The school, in consultation with parents and medical professionals, will assess the impact of this policy and other policies relating to students with additional needs.

Agreed by Staff	Agreed by Students	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
02 DEC 2014	02 DEC 2014	02 DEC 2014	3 YEARS	29 JUN 2017			

APPENDIX 1 – INDIVIDUAL HEALTH & CARE PLAN (IHCP)



Name of school/setting	Redland Green School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

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

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

APPENDIX 2 – PARENTAL AGREEMENT TO ADMINISTER MEDICINE

Redland Green School will not give your child medicine unless you complete and sign this form. **If more than one medicine is to be given a separate form should be completed for each one.**

Date for review to be initiated by	
Name of school	Redland Green School
Name of child	
Date of birth	
Mentor Group	
Medical condition or illness	

Medicine

Name / type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions / other instructions	
Are there any side effects that Redland Green School needs to know about?	
Self-administration – Y / N	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Lead First-Aider

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Redland Green School staff administering medicine in accordance with the school's policy. I will inform Redland Green School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature:

Date:

Print Name:

APPENDIX 3 – RECORD OF MEDICATION ADMINISTERED TO AN INDIVIDUAL STUDENT

Name of school/setting	Redland Green School
Name of child	
Date medicine provided by parent	
Mentor Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature:

Signature of parent:

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

Date				
Time given				
Dose given				
Name of staff				
Staff initials				

