William Fletcher Primary School

Supporting Pupils with Medical Conditions Policy

William Fletcher School is a Rights Respecting School, this policy reflects Articles 24 (the right to the best possible health) 28 (right to education) 29 (goals of education) of the UN convention on the rights of the child.

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Introduction

William Fletcher Primary 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 Department for Education's guidance released in April 2014 (and updated guidance16.08.2017) – "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.

At William Fletcher Primary School, we aim to:

Provide a safe and healthy environment in which children can thrive.

Strive to provide excellence in teaching and learning.

Offer an inspiring and innovative curriculum.

Work in partnership with families and the community.

Take pride in our school and ourselves.

1.1. **The Local Authority (LA) is responsible for:**

1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

1.1.2. Providing support, advice and guidance to schools and their staff.

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 William Fletcher Primary 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 by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

1.2.6. Ensuring 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 and across the school population.

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 of William Fletcher Primary 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. Liaising with healthcare professionals regarding the training required for staff.

1.3.5. Making staff who need to know aware of a child's medical condition.

1.3.6. Developing Individual Healthcare Plans (IHCPs).

1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

1.3.10. 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, making reasonable adjustments to include pupils with medical conditions into lessons.

1.4.3. Administering medication, if they have agreed to undertake that responsibility.

1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

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. A named member of staff will be responsible for administering injections if and when the need arises.

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.

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

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, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

2. Definitions

2.1. "Medication" is defined as any prescribed or over the counter medicine.

2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.3. A "staff member" is defined as any member of staff employed at William Fletcher Primary School, including teachers, teaching assistants, Breakfast club leaders and the School Business manager.

3. Training of staff

3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

3.2. Teachers and support staff will receive regular and ongoing training as part of their development.

3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally as the need arises:

- Signs and symptoms of conditions our children have as the need arises
- Anaphalaxic shock – when a child has the need to have an epi – pen in school
- When the admission of a child with a medical condition requires staff training

3.4. The clinical lead for this training is the school nurse.

3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

3.6. No staff member may administer drugs by injection unless they have received training in this responsibility

3.7. The School Business Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the Pupil

4.1. Pupils who are able to will be encouraged to take responsibility for managing their own medicines and procedures.

4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

5.1. 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.

5.2. IHCPs will be easily accessible whilst preserving confidentiality.

5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

5.4. 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.

5.5. 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. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

6.2. 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.

6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.5. 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.

6.6. A maximum of four weeks supply of the medication may be provided to the school at one time.

6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.

6.8. Medications will be stored in the Medical Room.

6.9. Any medications left over at the end of the course will be returned to the child's parents.

6.10. Written records will be kept of any medication administered to children.

6.11. Pupils will never be prevented from accessing their medication.

6.12. William Fletcher Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

7.1. Medical emergencies will be dealt with under the school's emergency procedures.

7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Avoiding unacceptable practice

8.1. William Fletcher Primary School understands that the following behaviour is unacceptable:

- 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 or school office alone 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. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. This insurance is provided by Oxfordshire County Council

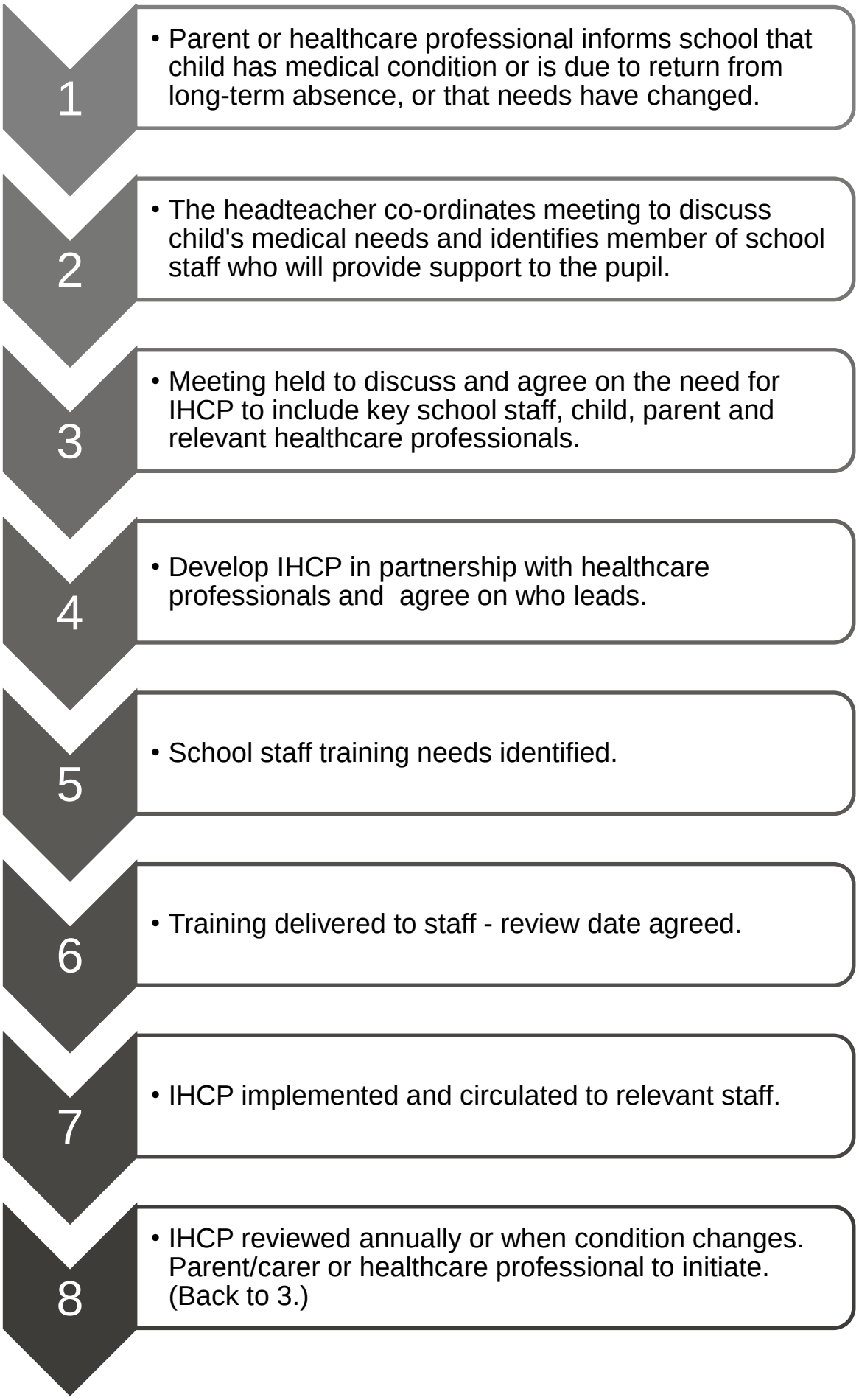
9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

10. Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy, a copy can be obtained from the school office.

Policy name	Supporting Pupils with medical conditions
Frequency of review	3 years
Reviewed	September 2023
Reviewed by	All staff
Next review date	September 2026

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan

William Fletcher Primary School Individual Health Care Plan

Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
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 3 - Parental agreement for a school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

William Fletcher Primary School medicine administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting 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	Sandra Morris, School Business Manager

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

Signature(s) _____ Date _____

Appendix 4 - Record of medicine administered to an individual child

William Fletcher Primary School record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Class	
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 member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
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Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 5 - Record of medicine administered to all children

William Fletcher Primary School							
Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix 6 - Staff training record – administration of medicines

Name of school/setting:	
Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 7 - 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 – **01865 372301**
- Your name.
- Your location as follows: **William Fletcher Primary School, Rutten Lane, Yarnton, Oxfordshire, OX5 1LW**
- 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 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, 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. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Claire Martin

Headteacher