



Supporting Students with Medical Conditions Policy

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1. Statement of intent

Hodgson Academy wishes to ensure that students with medical conditions receive appropriate care and support at school.

Ofsted places a clear emphasis on meeting the needs of students with Special Educational Needs and Disabilities (SEND) and this includes children with medical conditions.

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 students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting students at school with medical conditions December 2015

3. Key roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

The Board of Trustees

The Trustees have the ultimate responsibility to make arrangements to support students with medical conditions. The Board of Trustees will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher

The 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 Care Plans including in contingency and emergency situations.
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

Staff

Supporting students 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 students with medical conditions, although they will not be legally required to do so. This includes the administration of medicines. Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

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 Care Plan and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the Care Plan e.g. provide medicines and equipment.

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Care Plans. They are also expected to comply with their Care Plans.

School nurses and other healthcare professionals

Our school nursing service, supplied by Virgin care, will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any students identified as having a medical condition.

4. Training of staff

- All Teachers and support staff will have knowledge of the supporting students with Medical Conditions Policy as part of their new starter induction.
- A number of teachers and support staff will receive regular and ongoing training as part of their development.
- Staff who undertake responsibilities under this policy will receive appropriate training and awareness: First Aid and Epipen. The clinical leads for this training is the HR Manager and SENCO.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The HR Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy

5. The role of the child

- Children, who are competent, will be encouraged to take responsibility for managing their own medicines and procedures.
- Medicines will be located in reception. For certain medicines they have to be kept on their person – like inhalers or epipens. The individual care plans will specify this.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

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

6. Care Plans for Medical Conditions

- Where necessary, a Care Plan will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- Care Plans will be easily accessible whilst preserving confidentiality.
- Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care Plan or special needs statement, the Care Plan will be linked to it or become part of it.
- 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 Care Plan identifies the support the child needs to reintegrate.

7. Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student'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 student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student 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.

All medicines will be stored safely. Students 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 students and not locked away.

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

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.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office 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.

Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their Care Plans.

Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the Care Plan and inform parents so that an alternative option can be considered, if necessary.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's Care Plan, but it is generally not acceptable 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.
- Ignore medical evidence or opinion (although this may be challenged).
- 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 Care Plans.
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. 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 student, 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, e.g. by requiring parents to accompany their child Administer, or ask students to administer, medicine in school toilets.

8. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where a Care Plan is in place, it should detail what constitutes an emergency and what to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.

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

9. Avoiding unacceptable practice

Hodgson Academy understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the medical room or school office alone if they become ill.
- Penalising students 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 students to eat, drink or use the toilet when they need to in order to manage their condition.

10. Insurance

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Headteacher.

11. Complaints

The details of how to make a complaint can be found in the Academy Complaints Policy.

12. Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every 2 years.

13. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Attendance policy
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Reviewed by: Lee Jenkinson

Approval Level: Board of Trustees

Date Approved: December 2022

Review Due: December 2023

Appendix 1 - Individual healthcare plan implementation procedure

1

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.

2

- The SENCO and medical coordinator co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the student.

3

- Meeting held to discuss and agree on the need for a Care Plan to include key school staff, child, parent and relevant healthcare professionals.

4

- Develop Care Plan in partnership with healthcare professionals and agree on who leads.

5

- School staff training needs identified.

6

- Training delivered to staff- review date agreed.

7

- Care Plan implemented and circulated to relevant staff.

8

- Care Plan reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

Appendix 2.Template: individual healthcare plan: Name

Name of school/setting

Child's name

Group/class/form

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
school

in

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, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student’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: Model letter inviting parents to contribute to Care Plan for Medical Conditions development

Dear Parent,

RE: Developing a Care Plan for Medical Conditions

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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 healthcare 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 to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

SENCO

Appendix 4: parental agreement for setting to administer medicine

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

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
as dispensed by the pharmacy**

container

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

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 _____



At Hodgson anything is possible when we Imagine, Believe, Achieve.

Date	Child's name	Time	Name of medicine	Dose given/taken	Any reactions
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[illegible]

[illegible]

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 add name of member of staff has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by add name of member of staff.

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 - **Add phone number** ☐ Your name.
- Your location as follows: **Add full address**.
- The satnav postcode (if different from the postal code.) **Add postcode** ☐ The exact location of the patient within the school.
- The name of the student 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.