

Supporting Children with Medical Conditions Policy

Date adopted: January 2023

Review date: Annually

Last Reviewed: July 2023

Key staff involved in the policy

Role	Name(s)
Leadership Group	S. McGinnety

Key roles and responsibilities

1. The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHCP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

2. The Governing Body of Woodham Academy is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

3. The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Woodham Academy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.
- Authorising the purchase of 'spare' asthma inhalers for emergency use.

4. Student Support staff members are responsible for:

- Developing Individual Healthcare Plans (IHCPs).
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient.*
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- **Undertaking training** to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- Liaising, as appropriate, with medical professionals to develop IHCP's and support students medical needs.

5. Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHCP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHCP with particular emphasis on, they or a nominated adult, being contactable at all times.

6. Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHCP
- Complying with the IHCP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

7. Training of staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- The clinical lead for each training area/session will be named on each IHCP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety DCC, and Risk, Insurance & Governance Manager, DCC.

8. Medical conditions register /list

- Schools admissions forms should request information on pre-existing medical conditions. *Exemplar of Equalities admission form is attached at the end of this policy.* Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHCP and also to share information for recording attendance.
- All medical information is recorded on Arbor which staff can access.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHCP and train staff if appropriate.

9. Individual Healthcare Plans (IHCPs)

- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Student Support Officer, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible on Arbor to all relevant staff, including supply/agency staff, whilst preserving confidentiality. *However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.*
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 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.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHCP identifies the support the child needs to reintegrate.

10. Transport

- Where a pupil with an IHCP is allocated school transport the school should invite the driver or escort to participate in the IHCP meeting. A copy of the IHCP must be passed to the driver / escort.
- For some medical conditions the driver/ escort will require adequate training. For pupils with specialised support in school with their medical condition this must equally be planned for in travel arrangements to school.
- When prescribed controlled drugs need to be sent in to school parents will be responsible for handing them over to the adult in the car. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival.

11. Education Health Needs (EHN) referrals

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

12. Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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.
- A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under the Drug and Alcohol Policy.
- Medications will be stored in the Student Support Office.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room
- **Woodham Academy** cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHCP which will include informing parents.

13. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.
- Students with medical conditions that may prevent them safely leaving the building in event of evacuation alongside their peers will be provided with a PEEP. This is created in conjunction with school, the child and parent and will take account of information provided in an IHCP.

14. Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHCP requirements for the school day.

15. Avoiding unacceptable practice

- Woodham Academy deems that the following behaviour is unacceptable:
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or 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 or with an unsuitable escort 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.

16. Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that 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 pupils with medical conditions. Those who wish to see the documents should contact the Head.

17. Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

18. Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Woodham Academy.

APPENDIX 1 – Admissions/Data Collection Form

Name		Registration Group		Admission Date	
Address			Tel No(s)		
			Date of Birth		
			UPN (if known)		
Post Code		Admitted by			
PREVIOUS SCHOOL DETAILS					
Records requested Yes/No		Previous School Name			
Date					
Previous School Address					
CURRENT ATTENDANCE %					
STUDENT INFORMATION (Parental Responsibility)					
Surname Parent/Guardian (1st contact)		First Name & Tel no(s)		Relationship	
Surname Parent/Guardian (2nd contact)		First Name & Tel no(s)		Relationship	
Emergency contact		Tel no(s)		Relationship	
ANY ADDITIONAL INFORMATION					
Parent in HM Forces		Parents Email address			
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Medical & other information					

Doctor Name		Doctor Tel no	Religion
Ethnic Origin	First Language	SEN Yes/No	
In care Yes/No	Details of care Authority etc.		

continued over....

Dinner arrangements: Tick where appropriate (<i>a lower case 'b' will insert a tick</i>)				Travel arrangements: Tick where appropriate		
Home	Packed lunch	School dinner	Free meal	School bus	Walk	Car

ACADEMIC DETAILS

Years 7 - 9	Years 10 - 11	
Pathway	Subject	Teacher/Class code
Notes (enter any relevant information)		
		Pathway

Additional notes when admitting student

--

Office use only			
All details input (✓)		<input type="checkbox"/>	Ctf received (✓)
If SEN eligible copy passed to AK (✓)		<input type="checkbox"/>	Class lists input (✓)
If FSM eligible copy passed to L Cox (✓)		<input type="checkbox"/>	If allowed home auth granted? (✓)
Year 11-13 admittance - copy to exams? (✓)		<input type="checkbox"/>	Additional information:
(✓)		<input type="checkbox"/>	

Woodham Academy

Individual Health Care Plan (IHCP)

Student's name	
Date of Birth	
Students address	
Medical Diagnosis / Condition / Allergies	
Date of Plan	
Review date 1	
Review date 2	
Review date 3	
Review date 4	

Family Contact Information

Parent / Carer name	
Relationship to Student	
Contact number(s)	
Parent / Carer name	
Relationship to Student	
Contact number(s)	

Hospital / Specialist Contact

Name	
Contact number(s)	

GP Contact

Name	
Surgery	
Contact number(s)	

Other Agencies Involved (ie One Point, Young Carers etc)

Name	
Agency	
Contact number(s)	
Name	
Agency	
Contact number(s)	

Would you like a meeting to review this plan? Yes No

Would you like a telephone call to review this plan? Yes No

Medical Needs

Please describe medical needs and give details of your child's symptoms, triggers, signs, treatments, equipment / devices, etc

--

Medical Condition	Drug	Dose	When & how often	How is it administered?

Is your child competent to bring unused medications home at the end of the school year? (please note: any controlled drugs will need to be collected by an adult) Yes No

Does treatment of the medical condition affect behaviour or concentration?

Are there any side effects of the medications?

Is there any ongoing treatment that is **not** being administered in school? What are the side effects (if any)?

Routine Monitoring (if applicable) i.e. diabetes

What monitoring is required?

When does it need to be done?

Does it require any equipment?

How is it done?

Is there a target? If so, what is the target?

Considerations at Meal Times / Dietary (if applicable)

What considerations are needed?
i.e. choking

Are there any dietary requirements?

Physical Activity (if applicable)

Are there any physical restrictions caused by the medical conditions?

--

Is any extra care needed for physical activity?

--

Actions before exercise?

--

Actions during exercise?

--

Actions after exercise?

--

Emergency Situations

An emergency situation occurs whenever a young person needs urgent treatment to deal with their condition.

What is considered an emergency situation?

--

What are the symptoms?

--

What are the triggers?

--

What action must be taken?

--

Are there any follow up action that are required?

--

Impact on Students Learning

How does the child's medical condition effect learning?
i.e. memory, processing speed, coordination etc

--

Does the child require any further assessment of their learning?

--

Can the school environment affect the young person's medical condition? If so, how?

--

What changes can the school make to deal with these issues?

--

Specific Support for students educational, social and emotional needs

Is the young person likely to need time off because of their condition?

--

Does the young person require additional support to move between lessons, keep up with work etc due to their medical condition?

--

Does the young person require any additional support in lessons? If so, what?

--

Is there a situation where the young person will need to leave the classroom?

--

Does this young person require rest periods?

--

Does this you person require any emotional support?

--

Does this young person require a 'buddy' to help with bag carrying, holding door open?

--

Other Daily Care Requirements

i.e. diet, timetable, activities, other requirements, special educational needs

--

Arrangements for School Trips / Visits / Residentials etc *

i.e. other equipment needed, out of normal school hours' routines, additional medication and storage, dietary, yellow bag waste, sharps waste etc.

--

*further discussion will be needed prior to the trip
Please attach a copy of any diagnosis and recommendations



Staff Use Only

Initial Meeting

Not applicable

Telephone Call

In Person

Date		Time	
Present			

Diagnosis letter seen Yes

No

Not applicable

Who is responsible for providing support in school?

1.	
2.	

Staff Training

Name	Date delivered	By Whom	Review date

IHCP Shared with...

Name	Date	Reason

APPENDIX 3 – Short Term Medication

Parental/Carer consent to administer medication

(where an Individual Health Care Plan is not required)

The school will not give the student medication unless you complete and sign this form. All medication will be stored in the First Aid Room. It is the student’s responsibility to attend at the correct times for their medication.

Name of child	
Date of birth	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timings of medication	
Are there any side effects that the School needs to know about?	

Self-administration – **Yes** **No**

*Where possible, students should self-administer medication

NB: Medicines must be in the original container as dispensed by the pharmacy, expiry date visible and the manufacturer’s instructions and/or Patient Information Leaflet (PIL) must be included.

Contact Details

Parent/Carer Name	
Daytime telephone No.	
Relationship to child	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I confirm that this medication has been administered to my child in the past without adverse effect. I will inform the school immediately if there is any change in dosage or frequency of the medication or if the medicine is stopped.

.....
Signature(s)

.....
Date