



# Federation Policy

## For

# Supporting Pupils with Medical Conditions



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## **Statement of intent**

The Carleton Rode and Forncett St Peter Primary Federation wishes to ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance reviewed in December 2015: 'Supporting pupils at school with medical conditions'.

Ofsted places a clear emphasis on meeting the needs of pupils with special educational needs and disabilities (SEND), including children with medical conditions.

The school is committed to ensuring that parents and carers feel confident that we will provide effective support for their child's medical condition, so that their child feels safe and cared for.

The main aims of this policy are:

- To provide individualistic, appropriate support for all pupils with medical conditions.
- To make reasonable adjustments within the school to ensure pupils with medical conditions are included in daily activities, school trips and sporting events.
- To provide all parents/carers with the confidence that the school will provide effective support for their child and ensure their safety.
- To establish relationships with relevant local health services in the implementation of effective support, as well as valuing the views of parents, carers and pupils.
- To effectively manage absences caused by medical conditions, to limit the impact on a child's educational attainment.

Agreed and adopted initially: September 2016

Signed by: H Carlile

Reviewed: November 2020

Next review: September 2021

## **1. Key roles and responsibilities**

### **1.1. The LA is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Working with schools in order to encourage pupils with medical conditions to attend full-time.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans (IHCP) can be delivered effectively.

### **1.2. The governing body is responsible for:**

- Ensuring a named person, (Judith Jones), has responsibility for the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at Carleton Rode and Forncett Primary Federation.
- Reviewing this policy on an annual basis, and ensuring it does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life as far as is reasonably possible.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Arranging appropriate cover in the event of staff absence or turnover to ensure someone is always available, and that supply staff are appropriately briefed.
- Ensuring that all relevant staff are made aware of pupils' individual conditions.

- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions, are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population in line with all GDPR requirements.
- Ensuring the level of insurance in place reflects the level of risk.

### **1.3. The headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures at Carleton Rode and Forncett Primary Federation.
- Making any necessary changes to the policy, as discussed with the governing body upon review.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making the relevant members of staff aware of a child's medical condition.
- Developing individual IHCPs.
- 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 a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Organising first-aid training.
- Carrying out appropriate risk assessments when making reasonable adjustments for pupils with medical conditions, to ensure the inclusion of pupils in activities.

### **1.4. Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.

- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed and are qualified to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

#### **1.5. School nurses are responsible for:**

- Notifying the school when a child has been identified as requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Supporting staff with implementing a child's IHCP, where necessary.

#### **1.6. Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up-to-date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an IHCP for their child in collaboration with the headteacher, other staff members and healthcare professionals.

#### **1.7. Pupils are responsible for:**

- Providing necessary information about how their medical condition affects them.
- Being actively involved in discussions about their medical support.
- Contributing to the development of, and complying with, their IHCP.
- Being sensitive to any other pupils with medical conditions.

## **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 the school, including teachers.

## **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. The school adopts a whole-school approach to training, ensuring that all staff employed by the school are aware of this policy and of their role when implementing the policy.
- 3.3. Teachers and support staff who need training to support a medical condition will receive it on a on a regular basis.
- 3.4. Teachers who undertake specific responsibilities under this policy e.g. supporting epilepsy, allergy or diabetes etc. will receive external training from a healthcare professional:
- 3.5. The headteacher is responsible for ensuring staff have adequate, appropriate training.
- 3.6. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- 3.7. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.8. Rachael Burrows (Forncett) and Vicky Brosniham (CR) will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **4. The role of the child**

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures, following a discussion with their parents or carers.

- 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 relevant staff.

## **5. Individual Healthcare Plans (IHCPs)**

- 5.1. Where necessary, an IHCP will be developed in collaboration with the pupil, parents or carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible to those who need to refer to them, whilst also preserving confidentiality.
- 5.3. IHCPs will be reviewed on an annual basis, or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an education, health and care (EHC) 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.
- 5.6. The school will develop transport health care plans for pupils with life-threatening conditions, which effectively manages home-to-school transport for the pupil.

## **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.
- 6.2. No child will be given any prescription or non-prescription medicines without written parental consent, except in exceptional circumstances.
- 6.3. Where a pupil is prescribed medication without their parents' or carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.



- 6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.5. No medication will be given without first checking the maximum dosages and when the previous dosage was taken. Parents will be informed of any given medication.
- 6.6. 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.
- 6.7. A maximum of four weeks supply of the medication may be provided to the school at one time with the exception of asthma inhalers which must be in date but may take longer to use.
- 6.8. 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 our Drug and Substances Policy.
- 6.9. All medications will be stored safely in the staff room.
- 6.10. Pupils will be informed of where they can access their medication. Where relevant, pupils will know who holds the key to the storage facility. Pupils will never be prevented from accessing their medication.
- 6.11. Medicines and devices such as asthma inhalers, blood glucose testing and adrenaline pens will always be readily available to pupils and will not be locked away.
- 6.12. Carleton Rode and Forncett Primary Federation cannot be held responsible for side effects that occur when medication is taken correctly.
- 6.13. Any medications left over at the end of the course will be returned to the child's parents or carers.

## **7. Administering medication**

- 7.1. Teachers and support staff will receive training on the Administering of Medication Policy as part of their new starter induction and will receive regular ongoing training as part of their development.
- 7.2. Medications will only be administered at school if it would be detrimental to the child not to do so.

- 7.3. Prior to staff members administering any medication, the parents or carers of the child must complete and sign a parental/carers agreement.
- 7.4. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.
- 7.5. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 7.6. Written records will be kept of any medication administered to children, stating what, how, and the quantity administered, when and by whom.

## **8. Emergencies**

- 8.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 8.2. Where an IHCP is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- 8.3. Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.
- 8.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **9. Performing first aid**

- 9.1. The headteacher will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the school and the supporting of pupils with medical conditions.
- 9.2. The headteacher is responsible for organising first-aid training so that the school always has sufficient, appropriate, up to date cover.
- 9.3. New staff members will be offered basic first-aid training as soon as it is practical to do so.
- 9.4. Lunch-time supervisors will also undertake basic first-aid training.
- 9.5. The school has a first-aid cupboard which can be found in the library corridor next to the disabled toilet. This cupboard contains a sufficient number of suitable provisions to enable the administration of first-aid.

Each classroom also has a basic supply of first aid equipment in a clearly marked kit.

- 9.6. First-aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first-aid arise.
- 9.7. First aiders will give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school and ensure that an ambulance or other professional medical help is called where appropriate.
- 9.8. The school has access to the community defibrillator which is in the old telephone box opposite the school entrance. This will help the school to effectively manage any incidents where a pupil may experience sudden cardiac arrest. The access code is clearly displayed in school in key areas.
- 9.9. The headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported in no more than 10 days.

## **10. Reasonable adjustments**

- 10.1. The school will meet its duties under the Equality Act 2010.
- 10.2. The school will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.
- 10.3. With consideration to day trips, residential visits and sporting activities, the school will make reasonable adjustments to promote flexibility and encourage pupil participation.
- 10.4. The school will conduct risk assessments prior to the arrangement of any of the above, to ensure planning arrangements take into account the inclusion of pupils with medical conditions.

## **11. Avoiding unacceptable practice**

- 11.1. The school understands that the following behaviour is unacceptable:
  - Assuming that pupils with the same condition require the same treatment.
  - Preventing pupils from easily accessing their inhalers and medication.
  - Ignoring the views of the pupil and/or their parents or carers.

- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the 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.

## **12. Insurance**

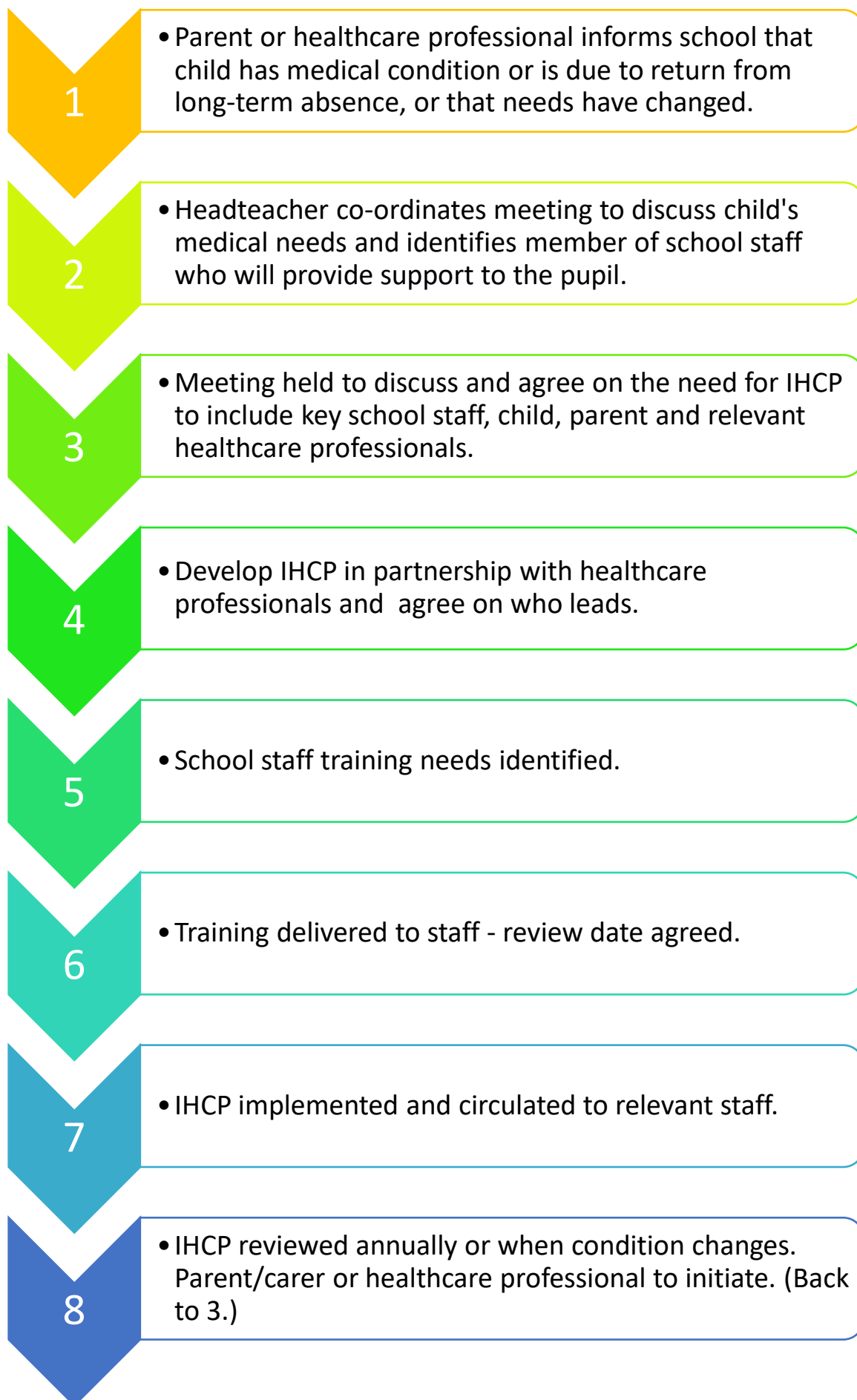
12.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance policy.

12.2. 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 ask the headteacher.

## **13. Complaints**

13.1. The details of how to make a complaint can be found in our Complaints Policy on our website [www.forncettschool.org](http://www.forncettschool.org) / [www.carletonrodeprimaryschool.com](http://www.carletonrodeprimaryschool.com) or by visiting the school office.

## Appendix 1 - Individual healthcare plan implementation procedure



**Appendix 2 - Individual healthcare plan template to use if plan not issued on an NHS standard form.**

**Individual Health Care Plan**

Child's name:

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

**Family contact information**

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to child:

Phone number (work):

(home):

(mobile):

**Clinic/hospital contact**

Name:

Phone number:

**G.P.**

Name:

Phone number:

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:

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 template

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

#### Administration of Medicine Form

Date for review to be initiated by:

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 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 number:

Relationship to child:

Address:

I understand that I must deliver the  
medicine personally to:

Add name of 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 staff administering medicine in accordance with the school policy. I will inform the school 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 template

### Record of medicine administered to an individual child

Name of child:

Date medicine provided by parent:

Group/class/form:

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:

Staff initials:


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Name of member of staff:

Staff initials:


Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:






**Appendix 6 - Staff training record – administration of medicines**

Name of school:

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Name of staff member:

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Type of training received:

--

Date of training completed:

--

Training provided by:

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Profession and title:

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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.**

- Telephone number  
[Forncett 01508 530506](tel:01508530506)  
[Carleton Rode 01953 789384](tel:01953789384)
- Your name.
- Your location as follows:  
[Forncett St. Peter Primary School, Aslacton Road, Forncett St. Peter, Norwich Norfolk NR16 1LT](#)  
[Carleton Rode Primary School, Church Road, Carleton Rode, Norwich NR16 1RW](#)
- The satnav postcode (if different from the postal code.)
- 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.

## 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/insert 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,

**Name of headteacher**

**Appendix 9 - Incident reporting form for children with medical conditions**

<b>Date of incident</b>	<b>Time of incident</b>	<b>Place of incident</b>	<b>Name of ill/injured person</b>	<b>Details of the illness/injury</b>	<b>Was first-aid administered? If so, give details</b>	<b>What happened to the person immediately afterwards?</b>	<b>Name of first-aider</b>	<b>Signature of first-aider</b>



