



St Martin's Garden  
PRIMARY SCHOOL

# **Supporting Pupils with Medical Conditions**

**May 2018**

## **Statement of intent**

The intention is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in the School so that they can play a full and active role in School life, remain healthy and achieve their academic potential.

## **1 Key roles and responsibilities**

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

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting students 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 students who need to be out of school for fifteen days or more due to a medical condition.

### **The school governing body responsibilities:**

In respect of supporting students with medical conditions the school governing body, remains legally responsible and accountable for fulfilling its statutory duty.

Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act.

The school governing body should ensure that the School has a policy for supporting students with medical conditions and that it is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the school's policy:

- sets out the procedures to be followed whenever the School is notified that a student has a medical condition
- covers the role of individual student healthcare plans, and who is responsible for their development, in supporting students at the School with medical conditions
- sets out clearly how staff will be supported in carrying out their role to support students with medical conditions, and how this support will be reviewed
- sets out clearly how staff training needs are assessed, and how and by whom training will be commissioned and provided
- covers arrangements for children who are competent to manage their own health needs and medicines
- is clear about the procedures to be followed for managing medicines
- clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions
- sets out what should happen in an emergency situation
- is explicit about what practice is not acceptable

Through its monitoring and scrutiny work, the school governing body must ensure that the school leaders have implemented arrangements that:

- support students at the School with medical conditions and in doing so ensure that such students can access and enjoy the same opportunities at school as any other student
- involve consultations with health and social care professionals, students and parents to ensure that the needs of students with medical conditions are properly understood and effectively supported

- take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening.
- focus on the needs of each individual student and how their medical condition impacts on her/his school life
- ensure that plans are reviewed at least annually, or earlier if evidence is presented that the student's needs have changed.
- give parents and students confidence in the School's ability to provide effective support for medical conditions in school.
- consider the matters in Section 14 of 'Supporting students at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' (DfE, December 2015) when deciding what information should be recorded on individual student's healthcare plans,
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.
- ensure that written records are kept of all medicines administered to students.
- are clear and unambiguous about the need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so
- ensure that either the appropriate level of insurance is in place or that the School is a member of the Department for Education's Risk Protection Arrangement (RPA).

## **1.2 The Senior Leadership Team is responsible for:**

- 1.2.1 The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of St Martin's Garden Primary
- 1.2.2 Ensuring the policy is developed effectively with partner agencies;
- 1.2.3 Making staff aware of the policy;
- 1.2.4 Liaising with healthcare professionals regarding the training required for staff;
- 1.2.5 Making staff who need to know aware of a child's medical condition;
- 1.2.6 Developing Individual Healthcare Plans (IHCPs);
- 1.2.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations;
- 1.2.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy;
- 1.2.9 Ensuring the correct level of insurance is in place for teachers who support students in line with this policy;
- 1.2.10 Contacting the school nursing service when appropriate for any child who has a medical condition.

## **1.3 Staff members are responsible for:**

- 1.3.1 Taking appropriate steps to support children with medical conditions;
- 1.3.2 Where necessary, making reasonable adjustments to include students with medical conditions in lessons;
- 1.3.3 Administering medication, if they have agreed to undertake that responsibility;
- 1.3.4 Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility;

1.3.5 Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help;

**1.4 School nurse Service are responsible for:**

1.4.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition;

1.4.2 Liaising locally with lead clinicians on appropriate support.

**1.5 Parent and carers are responsible for:**

1.5.1 Keeping the school informed about any changes to their child/children's health;

1.5.2 Completing a parental agreement for school to administer medicine form before bringing medication into school;

1.5.3 Providing the school with the medication their child requires and keeping it up to date;

1.5.4 Collecting any leftover medicine at the end of the course or year;

1.5.5 Discussing medications with their child/children prior to requesting that a staff member administer the medication;

1.5.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Inclusion Lead, 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 St Martin's Garden Primary School, including teachers.

**3. Training of staff:**

3.1 Staff can administer medication only with the signed consent of the Parent;

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:

HSE approved Emergency First Aider at Work (EFAW) 1 day first aid course is the minimum training required. The School Nurse will carry out specific training for staff with responsibility for students with severe medical conditions that require an immediate response e.g. epi pen;

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

3.5 The HLTA and School Office keep up to date records of staff who have undertaken first aid training and are 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 although all medication will be kept locked in the school office;

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

- 5.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Head of Inclusion and medical professionals;
- 5.2 IHCP 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 student has an Education, Health and Care plan or special needs statements, 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 student to take them outside of school hours;
- 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 medical form;
- 6.3 Medicines MUST be in date, Pharmacy 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; with the exception of anaphylactic shock, where an out of date epipen can be administered in an emergency.
- 6.4 Controlled drugs may only be brought onto school premises by the Parents/Carers of the child to whom they have been prescribed.
- 6.5 Medications will be stored and kept under supervision;
- 6.6 Any medications left over at the end of the course will be returned to the child's parents;
- 6.7 Records will be kept of any medication administered to children;
- 6.8 Students will never be prevented from accessing their agreed medication;
- 6.9 St Martin's Garden Primary 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 Students will be informed in general terms of what to do in an emergency such as telling a staff member;
- 7.4 If a student needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.

## **8. Avoiding unacceptable practice:**

- 8.1 St Martin's Garden Primary School understands that the following behaviour is unacceptable:
  - Assuming that students with the same condition require the same treatment;
  - Ignoring the views of parents;
  - Penalising students with medical conditions for their attendance record where the absences relate to their condition;

- Refusing to allow students 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 Details of Palladian Academy Trust insurance are displayed on the employer's insurance liability certificate which is displayed by Main Reception;

#### **10. Complaints:**

10.1 The details of how to make a complaint can be found in the Complaints Policy:

#### **Monitoring:**

This policy is monitored annually by Full Governing body

**Approved by the School Governing Body on 8 May 2018.**

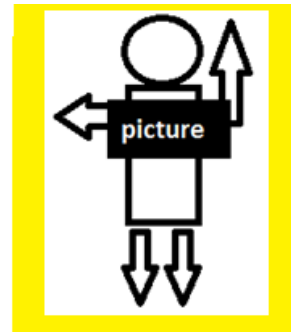
**Due for reapproval in May 2019.**

Signed:

Matt Stone  
Head teacher

Julia Garratt  
Chair of Governors

# Individual Healthcare Plan for.....



|                                |  |
|--------------------------------|--|
| 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 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

Signed ..... Parent

Signed ..... Member of SLT

Signed ..... School Nurse Service

Form copied to



# Parental Agreement for St Martins Garden Primary 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.

|                                    |  |           |  |  |
|------------------------------------|--|-----------|--|--|
| Date for review to be initiated by |  |           |  |  |
| Name of child                      |  | DoB.<br>: |  |  |
| Group/class/form                   |  |           |  |  |
| Medical condition or illness       |  |           |  |  |

## Medicine

|   |  |
|---|--|
| Name/type of medicine<br><i>(as described on the container)</i>         |  |
| 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 | [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



# St Martins Garden Primary School - Staff Training Record – Administration of Medicines

Name of Member of Staff

Type of training received

Date of training completed

Training provided by

Profession and title

|  |
|--|
|  |
|  |
|  |
|  |
|  |

I confirm that [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 [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 \_\_\_\_\_

# 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.**

1. your telephone number
2. your name
3. your location as follows :  
St Martins Garden Primary School  
Lympsham Green  
Odd Down  
Bath and North East Somerset  
BA2 2UN
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

# Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

Dear **Parent Name**

## **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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 on 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 involve [the following people]. 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 another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely