



Ryhope Infant School Academy
Policy for
Supporting Pupils at School with Medical Conditions

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Ratified by: Governing Body –

Signed:

Chair of Governors

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Statement of intent

Ryhope Infant School Academy 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 in Dec 2015 – "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 Ryhope Infant School Academy, we aim to:

Narrow gaps and tackle barriers to ensure equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, medical condition, religion, faith or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in life at Ryhope Infant School Academy.

1. **Key roles and responsibilities**

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

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 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 fifteen 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 can be delivered effectively.

1.2. **The Governing Body is responsible for:**

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Ryhope Infant School Academy.
- 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.
- 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.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical 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.
- 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 of Ryhope Infant School Academy
- 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 staff who need to know aware of a child's medical condition.

- Developing Individual Healthcare Plans (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.

1.4. Staff members are responsible (where it has been agreed) 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 including injections, if they have agreed 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.

(staff cannot be required to administer medication unless this has been agreed as part of their job role)

1.5. School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

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

2. Definitions

- “Medication” is defined as any prescribed or over the counter medicine.
- “Prescription medication” is defined as any drug or device prescribed by a doctor or other professional who is allowed to prescribe.
- A “staff member” is defined as any member of staff employed at Ryhope Infant School Academy, including teachers.

3. Training of staff

- Teachers and support staff will receive this policy - Supporting Pupils at School with Medical Conditions as part of their induction.
- Teachers and support staff will receive regular and ongoing training as part of their development - as necessary.
- Staff who undertake responsibilities under this policy will receive the following training externally as necessary:
 - The Management of Medication in Education and Childcare Settings - (Medication Manager – Miss V Welch)
 - Paediatric 1st Aid (Mrs K Cummings/Miss V Welch/Mrs L Boyd/Miss J Royal/Mrs Carroll/Mrs C Ashurst)
- The lead in the LA for this training is Helen Irving.
- No staff member may administer prescription or non-prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- A record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

4. The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures (age/developmentally appropriate).

- Medicines eg Asthma inhalers/eczema cream will be located in an easily accessible location in classrooms.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

- 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. (SBM office)
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed by the Medication Manager and parents at least annually or when a child's medical circumstances change, whichever is sooner and Class Teacher informed.
- 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, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

- Where possible, it is preferable for medicines to 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 agreement for a school to administer medicine. Medication should only be administered by staff after a child has taken it for 24 hours (in case the child has an allergic reaction to it).
- Non-prescription medicines can only be administered where it has been agreed by the Headteacher and Medication Manager as part of an Individual Health Care Plan, possibly to manage a long term medical condition. This might include pain relief medication once it has been agreed that the pupil needs this during school hours.
- No child will be given any prescription or non-prescription medicines without written parental consent. Staff to ring parents or 999 in an emergency.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents would be informed.

- All medication **MUST** be in date. Prescribed medication must have a pharmacy label and be 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 the criteria will not be administered.
- A maximum of half terms supply of the medication may be provided to the school at one time with the exception of an asthma inhaler which may be provided for up to a year if still in date.
- Medications will be stored in the School office or Training Room fridge.
- 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.
- Ryhope Infant School Academy cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- 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.

8. Avoiding unacceptable practice

Ryhope Infant School Academy 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 a room 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

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- As an academy the school has bought into the Risk Protection Arrangements (DFE) which cover staff providing support to pupils with medical conditions.
- 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 School Business Manager.

10. Complaints

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

Stage 1 - Complaint Heard by Staff Member

Stage 2 - Complaint Heard by Headteacher

Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)