

# Huntspill Community Federation



## SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY



Lead Persons: Derek Nevell  
Committee: Welfare  
Policy Date: Spring Term 2016

The Huntspill Federation wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 - "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014

The federation will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

### KEY ROLES AND RESPONSIBILITIES

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

- i. Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- ii. Providing support, advice /guidance and training to schools and their staff to ensure IHPs are effectively delivered.
- iii. 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.

#### **The Governing Body is responsible for:**

- i. Ensuring arrangements are in place to support pupils with medical conditions.
- ii. Ensuring the policy is developed collaboratively and implemented effectively.
- iii. Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds
- iv. Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- v. 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.
- vi. Ensuring records are kept of, any and all, medicines administered to pupils.
- vii. Ensuring the policy sets out procedures in place for emergency situations.
- viii. Handling complaints regarding this policy as outlined in the Complaints Policy.

#### **The Head Teacher is responsible for:**

- i. Ensuring the policy is developed with partner agencies and then making staff aware of this policy.
- ii. The day-to-day implementation and management of the Policy.
- iii. Ensuring that relevant training is delivered to staff who will have responsibility to support children with medical conditions.

- iv. Identifying staff who need to be aware of a child's medical condition.
- v. Ensuring that IHPs are in place.
- vi. Ensuring confidentiality and data protection

**School staff are responsible for:**

- i. 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.
- ii. Taking account of the needs of pupils with medical conditions in lessons.
- iii. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions.

**Parents and carers are responsible for:**

- i. 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 IHP.
- ii. Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- iii. Providing the school with the medication their child requires.
- iv. Carrying out actions assigned to them in the IHP.

**MEDICAL CONDITIONS LIST**

- i. Schools admissions forms will request information on pre-existing medical conditions.
- ii. Parents must inform school at any point in the school year if a condition develops or is diagnosed.
- iii. A medical conditions list will be kept, updated and reviewed regularly by the school office.
- iv. Each class teacher will have a list of pupils in their care with medical conditions.
- v. For pupils on the medical conditions list transition meetings will take place in advance of transferring to enable parents, school and health professionals to prepare IHP.

**INDIVIDUAL HEALTH CARE PLANS**

- i. Individual Healthcare Plans (IHPs) will be developed in collaboration with the pupil, parents/carers and medical professionals.
- ii. IHPs will be easily accessible to all relevant staff - in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- iii. IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- iv. Where a pupil has an Education, Health and Care plan, the IHP will be linked to it or become part of it.
- v. 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 IHP identifies the support the child needs to reintegrate.

**EDUCATION HEALTH (EHN) REFERRALS**

- i. 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.

**MEDICINES**

- i. 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.
- ii. 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.
- iii. No child will be given any prescription or non-prescription medicines without written parental consent.
- iv. Medicines **MUST** be in date, labelled, with dosage instructions. Medicines which do not meet these criteria will not be administered.
- v. Medications will be stored in the School Office - unless it needs to be refrigerated & it will then be stored in the staff room.

## EMERGENCIES

- i. 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.
- ii. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- iii. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## DAY TRIPS, RESIDENTIALS AND SPORTING ACTIVITIES

- i. Consultation with parents, healthcare professionals etc. on trips and visits will take place to ensure that the best interests of the child are met.
- ii. Arrangements will be made to try and ensure that 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.
- iii. To comply with best practice risk assessments will be undertaken, in line with guidance on school trips, in order to include pupils with medical conditions.

## COMPLAINTS

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

## DEFINITIONS

- i. **'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.*
- ii. **'Medication'** is defined as any prescribed or over the counter treatment.
- iii. **'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.

# Huntspill Community Federation

West Huntspill Primary School & East Huntspill Primary School

## Parental Agreement for the Administration of Medicine

The school will not give your child medicine unless you complete & sign this form, & the school has a member of staff available to administer medicine.

### PUPIL DETAILS

- i. Name of Child:
- ii. Date of Birth:
- iii. Class:

### CONTACT DETAILS

- i. Name:
- ii. Relationship to Child:
- iii. Contact Telephone:

### MEDICINE

- i. Medical Condition/Illness:
- ii. Name/Type of Medicine:  
*(as described on the container)*
- iii. Expiry Date:
- iv. Dosage/Method:
- v. Timing:  
*(including start & finish dates)*
- vi. Special Precautions/Other Instructions:
- vii. Possible Side Effects:

The above information is, to the best of my knowledge, accurate at the time of writing & I give consent to school staff administering medicine. I will inform the school immediately if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed *(parent/guardian)*:

Date:

Signed *(member of staff)*:

Date: