

# **Graveley Primary School**

## **A Church of England (VC) School**



### **Supporting pupils with medical conditions policy**

<b>Date of policy (updated)</b>	<b>Summer term 2021 Spring term 2023</b>
<b>Ratified by the Governing Board on</b>	<b>5/5/2021</b>
<b>Date of next review</b>	<b>Summer term 2023</b>

***This policy is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing boards of maintained schools and proprietors of academies in England***

***[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)***

The named member of school staff responsible for this medical conditions policy and its implementation is:

**NAME: Nicky Hand (Headteacher)**

#### **DfE guidance**

The Governing Board should ensure that the school develops a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

The Governing Board should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child's condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available, briefing for supply teachers, risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

#### **1.0 INCLUSIVE SCHOOL**

***Graveley School is an inclusive community that supports and welcomes pupils with medical conditions.***

- Graveley School is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in Graveley School because arrangements for their medical condition have not been made.
- Graveley School will listen to the views of pupils and parents/carers/carers.
- Pupils and parents/carers/carers feel confident in the care they receive from Graveley School and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at Graveley School and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

- The whole school and local health community understand and support the medical conditions policy.
- Graveley School understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, Graveley School complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

## **2.0 COMMUNICATION**

***This policy is supported by a clear communication plan for staff, parent/carers/carers and other key stakeholders to ensure its full implementation.***

- Pupils, parent/carers/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

A copy of this policy is available on the school's website.

## **3.0 TRAINING AND INDIVIDUAL HEALTHCARE PLANS**

***All staff understand and are trained in what to do in an emergency for children with medical conditions at Graveley School.***

- All school staff, including temporary or supply staff, are aware of the medical conditions at Graveley School and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at Graveley School have an individual healthcare plan (IHP)<sup>1</sup>, which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. Appendix 2 shows the model IHP used by Graveley School.
- Graveley School makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare

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<sup>1</sup> Please see Appendix 1 - The process for developing an Individual Healthcare Plan

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

professional will confirm their competence and Graveley School keeps an up to date record of all training undertaken and by whom.

- Graveley School has chosen not to hold an emergency salbutamol inhaler for use by pupils.

### **3.1 Training for emergency procedures.**

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably the appointed person for First Aid) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car. The school will ensure that SOLERO (online recording system) is updated.

## **4.0 ADMINISTERING MEDICATION IN SCHOOL**

***Graveley School has clear guidance on providing care and support and administering medication at school.***

- Graveley School understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- Graveley School will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. Graveley School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Graveley School's governing board has made sure that there is the appropriate level of insurance and liability cover in place to cover staff acting within scope of their employment.
- Graveley School will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
- Before accepting any prescribed medication, the member of staff should ensure the following information is noted down on the appropriate form and checked:
  - The pupil's name
  - Written instructions provided by parents/doctor
  - Name of the GP
  - Prescribed dose and frequency
  - Expiry date of medication
  - That the child has been given the prescribed medication for at least 24 hours and no reactions has occurred.
- The parent/carer handing over the medication must sign to agree that they give consent for their child to be administered the named medication. For short-term use, they must sign each day, upon re-collecting the medication to acknowledge that it has been administered, from the school office. Medication should not be handed to class teachers at the class door.

- Administering staff should be aware of the possible side effects of the medication and what to do if they occur.
- It is good practice to have the dosage and administration witnessed by a second adult.
- If a pupil refuses to take medication, staff should not force them to do so, but to contact the parent/carer and inform them of the situation.
- Some medicines need to be refrigerated. Medicines (clearly labelled) can be kept in the staffroom fridge.
- Medicines will be stored safely but accessible to those it is prescribed for.
- Parents/carers should collect medicines held at school and are responsible for the disposal of expired medication.
- For short-term medication, A 'Parental Agreement for School to Administer Prescribed medication (short-term)' form will need to be completed by the parent/carer (*please refer to Appendix 5*).
- For long-term administration of medication, a 'Parental Agreement for school to administer prescribed medication' form will need to be completed by the parent/carer (*please refer to Appendix 4*).
- Both forms are available on the school website
- **Governors recognise that there is no legal duty which require members of staff to administer medication and that it is a purely voluntary role.** Staff receive the full support of the governing board if they agree to administer medication.
- The school will only consider administering medication prescribed by a doctor. Non-prescribed medication will not be administered to children.
- Graveley School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents/carers/carers at Graveley School understand that they should let the school know immediately if their child's medical needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

#### **4.1 Storage of medication**

- Graveley School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away. Emergency medication/equipment is kept in the First Aid cupboard in the staffroom. Children with asthma must collect their asthma inhaler from the staffroom for P.E. lessons/sporting activities and return it at the end of the session. A record is maintained of all medication administered to individual pupils, on the reverse of the parent consent form.
- We store controlled drugs securely in a non-portable container, with only named staff having access. Staff at Graveley School can administer a controlled drug to a pupil once they have had specialist training.
- We make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.

- We only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

#### **4.2 Record Keeping**

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- Graveley School uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHP. Appendix 2 is used to identify and agree the support a child needs and the development of an IHP.
- We have a centralised register of IHPs, and **Nicky Hand** has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- We make sure that the pupil's confidentiality is protected.
- We seek permission from parents/carers before sharing any medical information with any other party.
- We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

#### **5.0 SCHOOL ENVIRONMENT**

***Graveley School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.***

- Graveley School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Graveley School is also committed to an accessible physical environment for out-of-school activities.
- We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- We understand the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in

order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

- We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

## **6.0 OFFSITE VISITS**

***Graveley School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.***

- Graveley School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- We will not penalise pupils for their attendance if their absences relate to their medical condition.
- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/INCO who will liaise with the pupil (where appropriate), parent/carers and the pupil's healthcare professional.
- Pupils at Graveley School learn what to do in an emergency.
- We make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

## **7.0 TRIGGERS FOR MEDICAL CONDITIONS**

***Graveley School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.***

- Graveley School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- We review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
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## **8.0 ROLES AND RESPONSIBILITIES**

***Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.***

- Graveley School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing board, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 3.

## **9.0 REVIEWING THE POLICY**

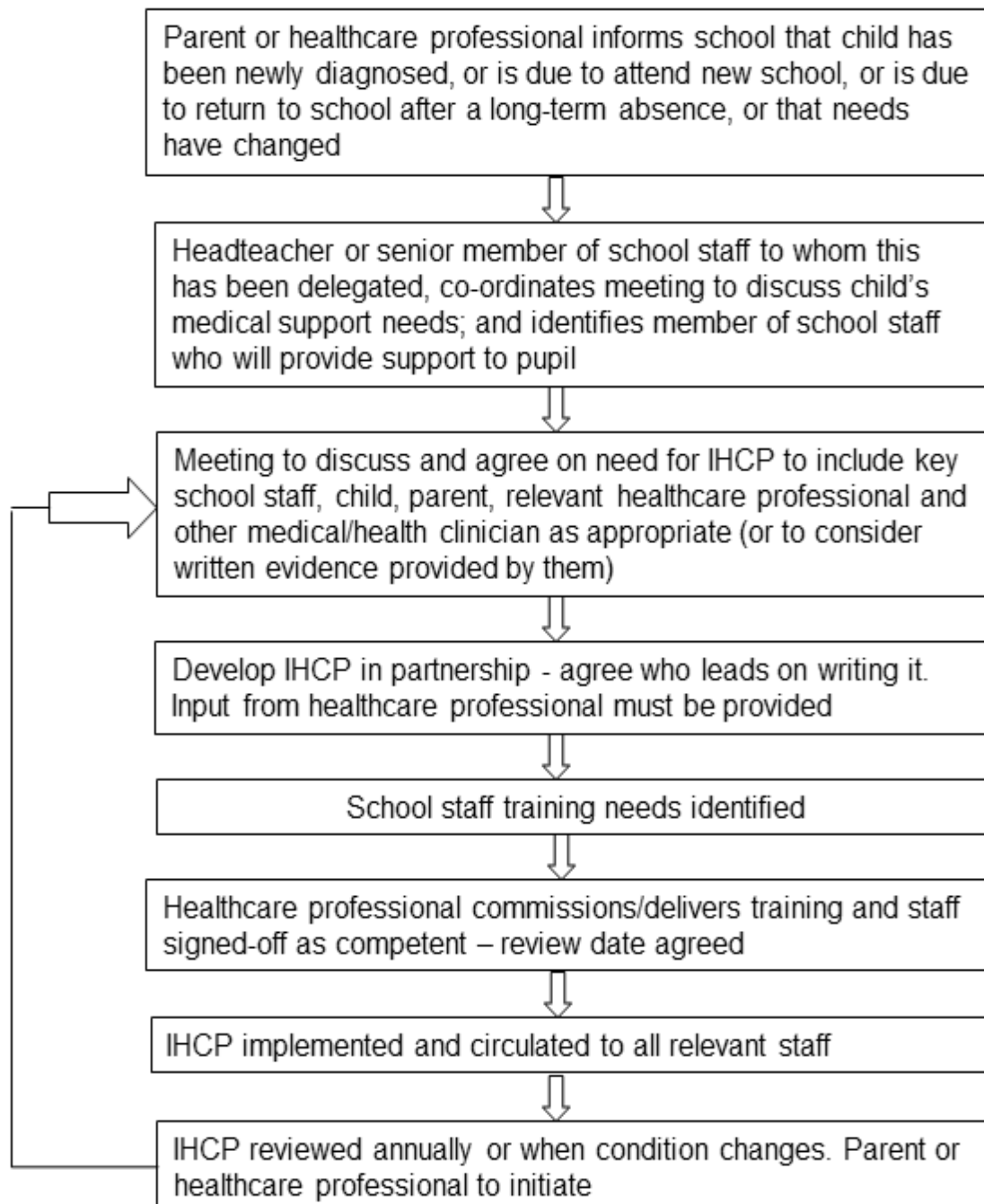
***The medical conditions policy is regularly reviewed, evaluated and updated.***

- This policy will be monitored every 2 years and updated when necessary ensuring new legislation is incorporated. Staff regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school. The school's SENCO and Head Teacher maintain an overview of all pupils with additional educational needs, including those with medical needs.
- In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents/carers, school nurses and other relevant healthcare professionals, school staff and governors. The views of pupils with medical conditions are central to the evaluation process. Health care plans are reviewed at least once a year. As appropriate, members of the Senior Leadership Team monitor pupils with additional needs and discuss areas of concern. Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Head Teacher.



## **Appendix 1**

### **Model process for developing individual healthcare plans**



## **Appendix 2 – Individual Healthcare Plan**



# **Graveley Primary School**

## **Individual Healthcare 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 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

Form copied to

## **Appendix 3**

### **Roles and responsibilities**

**Governing board** – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. The Governing board should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**Head Teacher** – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head Teachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Head Teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

**School Staff** – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

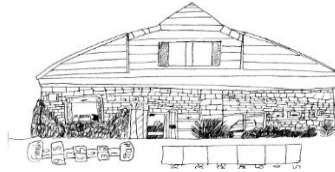
**School Nurse** – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

**Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents/Carers** – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

## **Appendix 4**



### **Graveley Primary School**

#### **Parental agreement for school to administer prescribed medication**

*(long-term e.g. asthma inhalers, epipens)*

Name of Child:		Class:					
Medical condition medicine has been prescribed for:		Date medicine prescribed:					
Name and strength of medication:	Medicine expiry date:						
Does the medication need to be administered regularly? <i>(if yes, please complete section a below)</i>			<table border="1"> <tr> <td><b>Y</b></td> <td><b>N</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Y</b>	<b>N</b>		
<b>Y</b>	<b>N</b>						
<b>a</b>							
Dosage to be administered:		Time of day medicine to be administered:					
<i>For school use only: IHP required Y/N</i>							
Is the medication only for use when symptoms require it? <i>(if yes, please complete section b below)</i>			<table border="1"> <tr> <td><b>Y</b></td> <td><b>N</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Y</b>	<b>N</b>		
<b>Y</b>	<b>N</b>						
<b>b</b>							
Dosage to be administered:		How often can medication be administered:					
Name and contact details of prescribing Doctor	Name: Address:  Phone Number:						

Has a personal health care plan been created with the school nursing team:      Yes                      No

Is specialist training required to administer medication:                      Yes                      No

Staff members trained and date of training:

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

Parent Signature	
Print Name	
Date	





## **Appendix 5**



# **Graveley Primary School**

## **Parental agreement for school to administer prescribed medication**

***(short-term)***

Name of Child:		Class:	
Medical condition medicine has been prescribed for:		Date medicine prescribed:	
Name and strength of medication:	Medicine expiry date:		
Number of days medicine has been prescribed for:			
Dosage to be administered:		Time of day medicine to be administered:	
Name and contact details of prescribing Doctor	Name: Address:  Phone Number:		

Staff member who will be administering medication:	Name:	Signed:
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*The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to school staff administering medicine, in accordance with the school policy. I will also inform the school immediately, in writing, if there is any change in dosage or frequency of medication or if the medication is stopped.*

Parent Signature	
Print Name	
Date	

