



Sharon Yardley M.Ed.
Headteacher



St Peter's Church of England Middle School

Supporting pupils in school with medical conditions policy

Policy approved by LGB on 1 July
2016

To be reviewed by end June 2017

Background and principles

Our vision is to “Rise above the Ordinary”, inspired by our faith in Christ and in fellowship with our parents / carers, churches and communities. We want all of our students to reach their full potential in body, mind, heart and spirit and to be prepared for life’s journey. This is encapsulated in our school motto.

Values and Ethos

The family of St. Peter’s values the uniqueness of every student and is committed to meet the individual needs of each one. We develop and nurture a strong school fellowship based on the understanding that each individual is equal and valuable in the eyes of God. Through this fellowship we encourage students to care for others and their surroundings.

The purpose of this policy is to explain how St. Peter’s implements its procedures on dealing with students who have medical conditions, in line with government requirements, so that all students regardless of any medical conditions receive the best education possible for them.

Responsibilities of the school

The school’s Local Governing Body has delegated the implementation of this policy to the Headteacher. Where, this policy says that the school will do something, the Head Teacher is responsible for ensuring it is done. On a day-to-day basis, named members may be responsible for the provision of support to individual pupils with medical conditions.

The school will ensure

- Pupils with medical conditions are properly supported, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Sufficient staff are trained appropriately to support pupils with medical conditions, including the provision of cover in the case of staff absence or turnover.
- Relevant staff are made aware of pupils with medical conditions and their needs
- Supply teachers and other relevant visitors are briefed if appropriate.
- Assessments and planning for any activities other than the normal timetable, e.g. trips, include consideration for students with medical conditions, in order to maximise inclusion.
- Individual Health Care Plans (IHCP), where appropriate are initiated, monitored and reviewed
- Support is tailored to the individual pupil and his / her particular needs

- Special consideration will be given to pupils returning from a significant period of absence due to medical conditions
- Support is not dependant on formal diagnosis, but on individual need.

In making arrangements to support students with medical conditions at school, the School wishes to promote good practice. Children with medical conditions must be included in the life of the school as far as possible and given the best possible access to education, not just because this is their right, but because they are valuable members of our fellowship. To assist staff, a non-exhaustive list giving guidance about the kind of practices that are not acceptable is at Annex D.

The role of parents

As part of our fellowship, parents /carers are expected to provide the school with information about their child's medical condition and share any up-dates with the school. Parents are key in finding the best support for the student and in the development of IHCPs.

Any medicines required by the student during the school day must be provided by the parent / carer, be in date, labelled with the pupil's name and in its original container. Parents must ensure that the school holds up-to-date contact information for them.

The role of the student

Pupils with medical conditions will wherever possible be fully involved in any plans made for them and are expected to comply with their IHCPs.

Students who are deemed competent are encouraged to take responsibility for managing their own medication. If a pupil requires support or cannot self-manage medications, a member of staff will support the pupil. Should the pupil refuse to take medicine or carry out a required procedure, staff will not force them to do so, but inform parents / carers.

Other bodies

The school will work with other relevant bodies, such as a student's previous or subsequent school, and healthcare professionals as appropriate.

Individual Health Care Plans (IHCP)

Some students with medical conditions will require an IHCP while for others this would be disproportionate. The school, parents and health care professionals will agree if an IHCP is needed. The IHCP will be developed following Annex A.

- The needs of the student are paramount in any IHCP
- Responsibility for completion and implementation of the IHCP lies with the school
- The school will make every effort to ensure that arrangements are in place before the student starts at the school. In the case of a recent diagnosis or change of needs, the school will put arrangements in place as soon as possible, and will aim to do so within two weeks of being notified of the medical condition.
- Annex B sets out the items that should be considered for inclusion in an IHCP
- IHCPs are reviewed annually or earlier if the needs of the student change

Managing medicines within school

It may from time to time be necessary for a student to receive medication in school. Medication will only be given to any student if the medication has been prescribed to the particular student and written consent has been given by a parent / carer. Please see Annex E for *Request for school to administer medicine* or *request for student*

School can only accept medication in-date, clearly labelled and provided in the original container. The exception to this is insulin which will be given via a pen or pump rather than in its original container.

All medicines are stored safely and out of reach of pupils, but easily accessible in case of an emergency. Students are told how to access their medicines if needed.

A written record will be kept of any medicine administered (dose, date and time).

When no longer required or out - of - date medicines will be returned to parents for disposal.

Confidentiality

Medical information is confidential. Any written information kept by the school is kept securely, and any information shared is on a need – to – know basis.

Illness at school

Where a student is injured or becomes unexpectedly unwell, parents will be informed and asked to collect the student. If parents cannot be contacted and the student appears seriously ill or injured, the school will seek medical help.

Emergency situations

Where a student appears seriously ill or injured the school will seek immediate emergency medical help for the student, such as calling an ambulance. A member of staff will stay with the student until a parent arrives, this includes accompanying the student to hospital if necessary.

Staff support and training

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. The Head Teacher is responsible for ensuring that staff training needs are properly assessed and fulfilled before (or as soon as possible after) staff begin their role of supporting a particular student. Training needs should be reviewed at least annually, to ensure these continue to be met. Staff who will supervise students with medical conditions should promptly bring to the Headteacher's attention any unmet training needs of which they become aware. The Headteacher will arrange for whole-school awareness training where this is appropriate to a particular medical need. Details of the insurance arrangements provided by the school which cover staff providing support to pupils with medical conditions are available from the school business manager.

Complaints / Concerns

If parents or students are concerned about the support received, they should discuss that with the appropriate member of staff or with the Head Teacher. If however this does not resolve the situation, then a more formal approach using the school's **Complaints procedure** may be appropriate. The complaints procedure is available from the School website.

Annex A - Model process for developing Individual health Care Plans

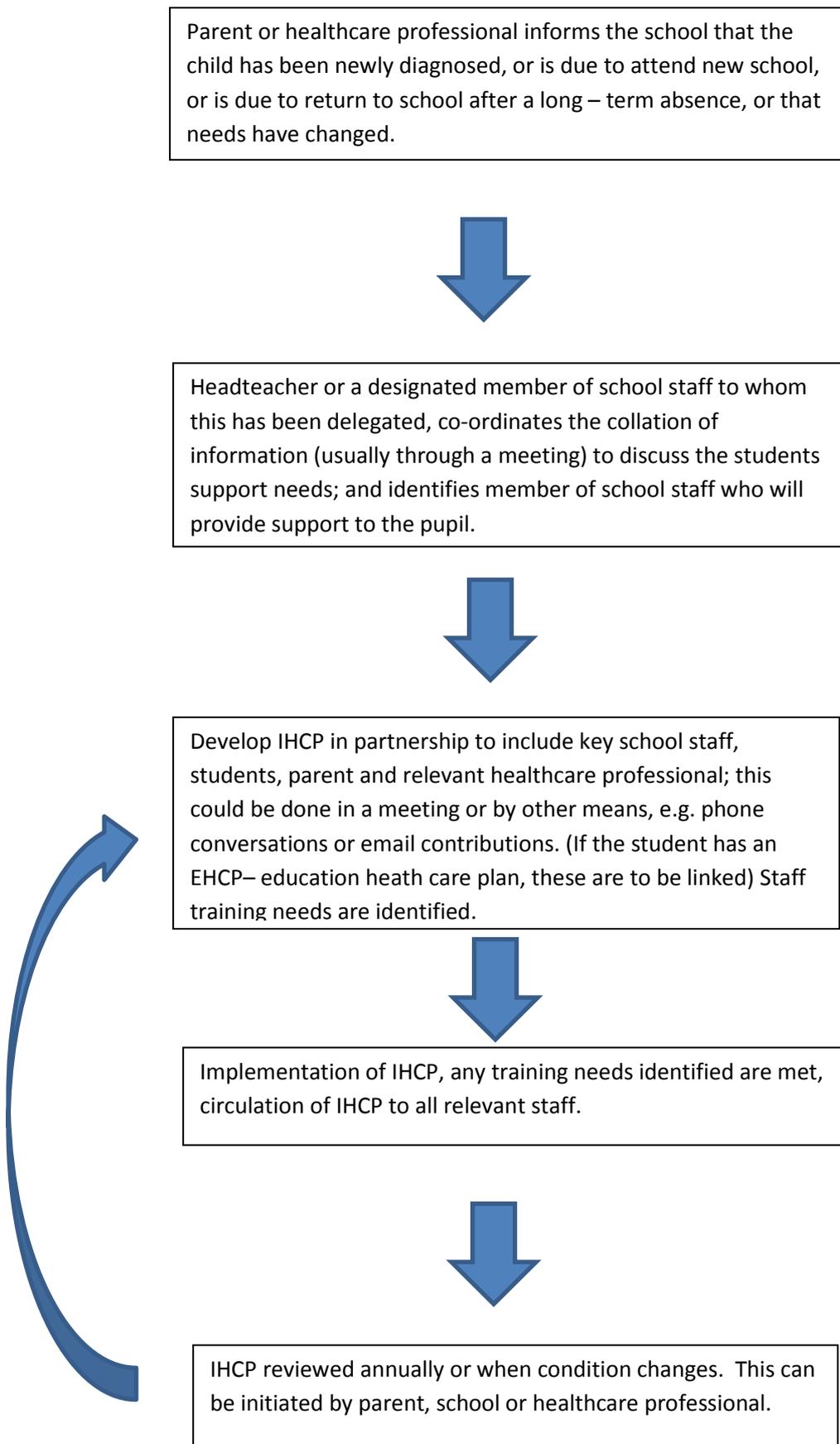
Annex B – Issues to be considered when developing an IHCP

Annex C – IHCP template

Annex D – unacceptable practices

Annex E – forms for medicines in school

Annex A - Model process for developing Individual Health Care Plans



Annex B – Issues to be considered when developing an IHCP

When deciding what information should be recorded on individual healthcare plans, the school should consider the following:

- the medical condition, its triggers, signs symptoms and treatments
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required
- any arrangements regarding medication needed in school
- specific consideration for school trips and special school activities to enable participation wherever possible
- what constitutes an emergency and how to respond

(the above points are taken from the Department for Education document "Supporting pupils at schools with medical conditions")

Annex C – IHCP template



**St Peter's Church of England Middle School
Individual Health Care Plan**

| | |
|--------------------------------|--|
| Name of school/setting | |
| 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 / ensuring support is in place

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

Annex D – Unacceptable Practices

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Annex E - forms for medicines in school

Attached over the next pages are two forms, the form to request administration of medicines in school and for a student to carry their own medicine where this may be necessary.

Students may carry their own medicine, but this is usually restricted to long standing health issues like Asthma, severe allergies, Diabetes etc.

For ease of printing these forms are on separate pages.



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Request for School to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the School Business Manager has agreed that school staff can administer the medication.

DETAILS OF STUDENT

Surname: _____ Forename(s) _____

Address: _____

Male/Female: Date of Birth: _____ Class/Form: _____

Condition or illness: _____

MEDICATION

Name/Type of Medication (as described on the container) _____

For how long will your child take this medication: _____

Date dispensed: _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self Administration: _____

Procedures to take in an Emergency: _____

CONTACT DETAILS:

Name: _____ Daytime Telephone No _____

Relationship to Student _____

I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____



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Request for student to carry his/her medication

This form must be completed by parents/guardian

Student's Name _____ form: _____

Address: _____

Condition or illness: _____

Name of Medicine: _____

Procedures to be taken in an Emergency: _____

CONTACT INFORMATION

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed: _____ Date: _____

Relationship to child: _____