



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

Supporting pupils with medical conditions policy

Our mission at Holy Trinity is to celebrate the uniqueness of every person as a child of God.

We seek to create an inclusive and supportive learning community, based on Gospel values, that nurtures each individual in order that they reach their full potential.

We are mindful that medical conditions may impact on pupils' ability to learn, their self confidence and self-esteem and ability to integrate with their peers. These effects can be exacerbated by unavoidable short term, frequent absences and long term absences. All this can impact on general wellbeing and emotional health.

We are also know that parents may be anxious about the way that their children are taken care of when they are in school.

In line with our mission statement we aim to work with parents and pupils to minimise the impact of medical conditions and to ensure that all pupils and parents are confident about how the school supports pupils with medical conditions.

Aims

- To ensure pupils, staff and parents understand how our school supports pupils with medical conditions; both physical and mental.
- To ensure all pupils with medical conditions are properly supported in school so they can play a full and active role in school life, remain healthy and achieve the highest standards
- To focus on the needs of individual pupils with medical conditions so they can access and enjoy the same opportunities at school as other pupils
- To ensure parents and carers feel confident that the school will provide effective support for their child's medical condition and that all pupils feel safe
- To seek, listen to and act appropriately on the views of parents, carers and pupils with medical conditions
- To establish effective relationships with appropriate health services in order to seek and fully consider any advice they offer in terms of supporting pupils with medical conditions
- To ensure staff are properly trained to provide the support that pupils in their care need

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

Roles & Responsibilities

Collaborative Working: Supporting a pupil with a medical condition in school hours is not the sole responsibility of one person. Collaborative working between parents/carers, medical healthcare professionals and school is essential for this policy to be effective in enabling all needs of pupils with medical conditions to be met effectively.

The Governing Body is responsible for

- ensuring that this policy has been developed and implemented so as to enable all pupils with medical conditions to participate as fully as possible in all aspects of school life

- ensuring that sufficient staff have received suitable training and are competent before taking responsibility for supporting pupils with specific medical conditions
- ensuring that an appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The headteacher is responsible for

- ensuring all staff are aware of this policy and understand their role in its implementation
- ensuring all staff are aware of individual children's conditions
- ensuring that sufficient staff are trained in order to implement the policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations.
- making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- making sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- providing supply teachers with appropriate information about the policy and relevant pupils
- developing and monitoring IHCPs
- ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- contacting the school nurse service when medical conditions require specific support at school.

The Deputy Headteacher (Care Guidance and Support) is responsible for

- ensuring all staff are aware of individual children's conditions
- facilitating training for sufficient staff in order to implement the policy and deliver against all IHCPs, including in contingency and emergency situations.
- making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- developing and monitoring IHCPs
- ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- contacting the school nurse service when medical conditions require specific support at school.

School Staff:

- Any member of school staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so, including the administering of medicines.
- Although administration of 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 supporting children with medical needs receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Teachers who have pupils with medical needs in their class should understand the nature of the condition and when and where, the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs.

The school nurses

- 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.
- may support staff in implementing a child's IHCP and provide advice and liaison, for example on training.
- may liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Other Health Professionals:

- The school will receive support, information and advice as necessary from a number of agencies in order to meet the needs of pupils with medical needs. These may include the local

health authority, the school health service, the school nurse, the general practitioner (with parental consent) and the child's paediatrician/consultant

Pupils with medical conditions

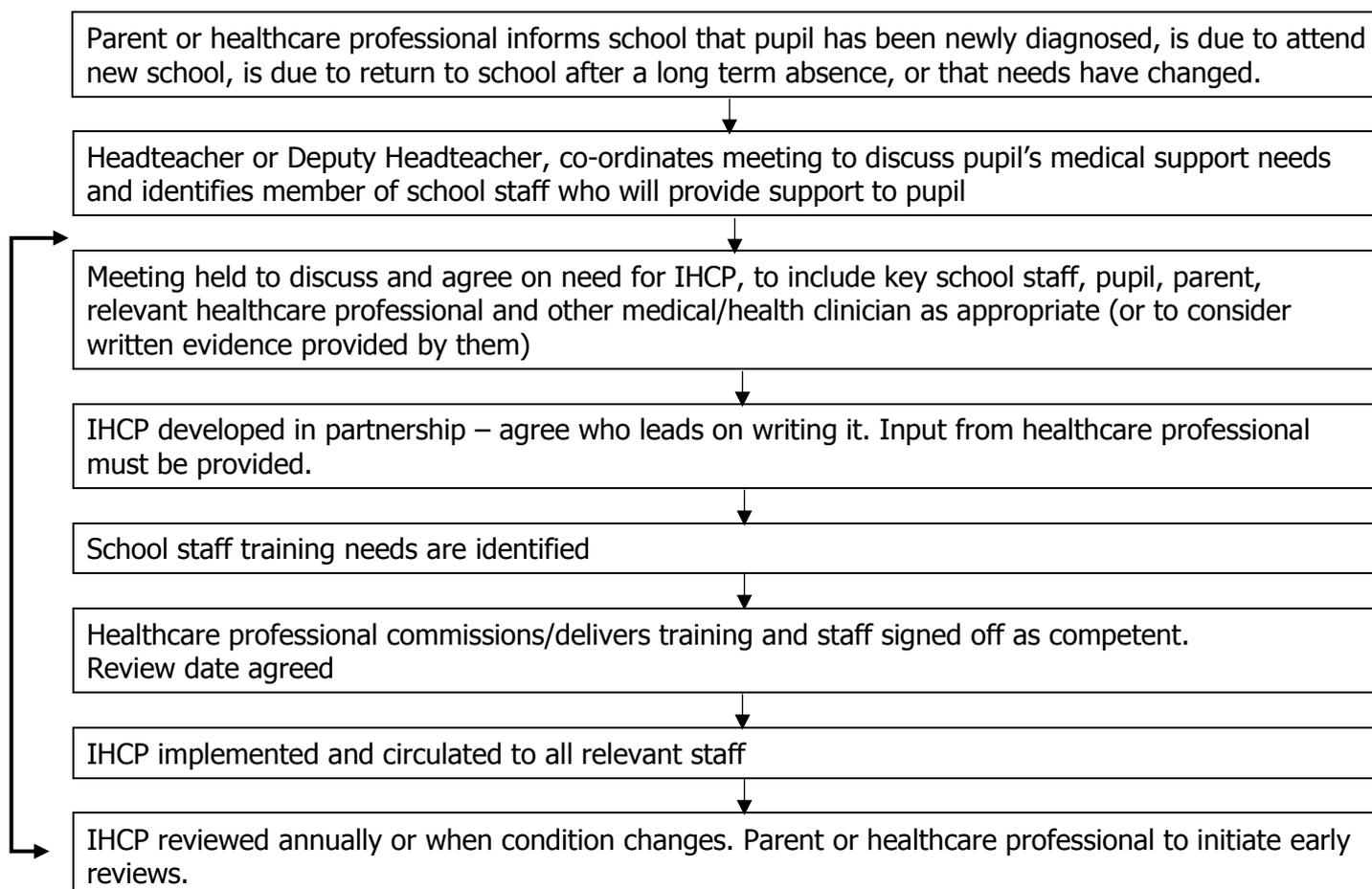
- will often be best placed to provide information about how their condition affects them.
- should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCP if deemed appropriate.
- must do their utmost to comply with their IHCP.
- (if they are competent) will be encouraged to take responsibility for managing their own medical procedures. This should be reflected in their IHCP.
- (whenever possible) will be encouraged to access their medication for self-medication quickly and easily. These pupils will require some level of supervision. If this is not appropriate, relevant staff will help to administer medicines and manage procedures further.

Parents/Carers should

- provide the school with sufficient and up-to-date information about their child's medical needs.
- be involved in the development and review of their child's IHCP.
- carry out any action they have agreed to, as part of the implementation of the IHCP, eg. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Approach

Procedure followed when notification is received that a pupil has a medical condition



IHCPs are located in the medical room, in student planners (secondary students) and pupil classrooms in the primary phase. These are also made available to supply staff, as appropriate. Overviews of medical needs are regularly distributed to all staff. They are emailed to staff at the beginning of each term and when an update is required.

Pupils with medical conditions are clearly identified on risk assessment forms for educational, out of school activities and residential visits. Individualised risk assessments are completed and signed by the trip leader and parent / carer.

To ensure medication for conditions requiring emergency treatment is always 'in date' members of staff who administer medication regularly check expiry dates and contact parents/carers before medication needs to be renewed.

Individual Healthcare Plans

The headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the Deputy Headteacher (Care Guidance and Support).

Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

IHCPs will be linked to, or become part of, any education health and care (EHC) plan. If a pupil has a special educational need but does not have an EHC plan, the SEN will be considered in the development of the IHCP, where relevant.

IHCPs provide clear information about:

- 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Managing medication

Prescription and Controlled medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent
- Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.
- Where practical, the parent or pupil will be asked to bring in the required dose each day.
- The school will only accept and store medicines that are in date, labelled with the name of the pupil, provided in the original container, as dispensed by the pharmacist, and include instruction for administration, dosage and storage.

- Where a pupil needs two or more prescribed medicines, each will be kept in a separate container
- Pupils will not be given medicine containing aspirin unless prescribed by a doctor.
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- Asthma inhalers are allowed to be carried by the pupils
- Other medicines are kept in a secure place not accessible to pupils
- Pupils will know where their medication is stored
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Parents must collect medicines held at school and bring them to the school office at the start of the day/week/half term. Medicines will be returned to parents to arrange for safe disposal when no longer required or when they are date-expired.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHCP.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable the pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Staff Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with identified senior leader. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Confidentiality

The school will treat medical information confidentially. The headteacher (or Deputy Headteacher) will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Short term medical needs

At times, it may be necessary for a pupil to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. School staff will not give non-prescribed medication to pupils except in special cases at the complete discretion of the headteacher. All medication given will be recorded by the member of staff administering the medication together with the member of staff overseeing the medication being given.

Record keeping

Written records are kept of all medicines administered to pupils. Parents of pupils with medical conditions are informed if their child has been unwell at school.

Medical incidents are recorded on CPOMs.

IHCPs are kept in the medical room where they are readily accessible to relevant staff.

Hygiene/Infection control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency procedures

Allocated staff have regular training in First Aid and know how to call the emergency services. All pupils with IHCPs will clearly have stated what to do in an emergency situation. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents/carers arrive.

Unacceptable practice

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

- Prevent pupils 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 pupil or their parents/carers
- ignore medical evidence or opinion, although this may be challenged
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities including lunch, unless this is specified in their IHCP
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, eg. 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/carers 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

- Prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, eg. by requiring parent to accompany the pupil
- Administer, or ask pupils to administer, medicine in school toilets

Relationship with the Fun Box

Please note that the Fun Box (breakfast and after school club) uses the school premises for its activities. However, it is a separate organisation and, therefore, a separate IHCP is required for the Fun Box. Prescribed medicines which are kept in school and administered by staff are not shared with the Fun Box and vice versa. This is for safety reasons. Therefore, health professionals and parents must ensure that IHCPs are in place with the Fun Box as well as with the school.

Liability and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Insurer: Zurich Insurance plc

Policy Number: KSC-242095-1223

Policy Holder: Holy Trinity School

Complaints

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Links to other Policies and Documents

SEN Policy and information report

Child Protection Policy

Attendance Policy

First Aid Policy

Health & Safety Policy

Accessibility Plan

Equality information and objectives

Complaints Procedure

Policy Review

This policy will replace the previous policy and will be reviewed by the Governing Body annually

The policy was last reviewed and agreed by the Ethos, Welfare and Admissions Committee of the Governing Body on 13th June 2019 and is due for review before 13th June 2020.



Signature
Head Teacher

13/06/2019
Date



Signature
Chair of Committee

13/06/2019
Date