

## Supporting Pupils with Medical Conditions

### Context

Yarborough Academy has the duty, under section 100 of the Children and Families Act 2014, to make arrangements for supporting pupils with medical conditions (both physical and mental health). This will ensure that they have full access to education, including school trips and physical education. Consultation with Health and Social Care professionals, pupils and parents will ensure the needs of children with medical conditions are effectively supported.

### Aims / Objectives

To support children with medical conditions to:

1. Play a full and active role in school life
2. Remain healthy
3. Achieve their academic potential
4. Feel safe
5. To manage their own health needs and medicines (if competent)

### Procedures

- Work together with the pupil, parents and professionals to write a support plan that will meet the needs of the child's medical condition (in some instances, this will be an individual health plan).
- Work together with the school nurse.
- If a formal diagnosis has not yet been received, then judgements will be needed about what support to provide based on the available evidence.
- The governing body, along with the head teacher will make necessary arrangements to support the pupil's needs.
- Ensure all staff are aware of the child's medical condition and how to support if necessary.
- Provide training for staff (if required) to support the child effectively.
- Store prescribed medicines in the school office (fridge available) and administer from there.
- Automatic referral to the Learning Mentor to nurture and support the child socially and emotionally (including re-integration if suffering from long term absences).
- Comply with all statutory procedures that are applicable to the child e.g. Disability – Equality Act, SEN (Special Educational Needs) or EHC (Educational Health Care Plans), SEND (Special Educational Needs or Disability) code of practice.
- Provide an induction period and/or transitional arrangements for the child (dependent upon need)

### Individual Health Plans

These will be drawn up in partnership between the school, parents and a relevant healthcare professional. They are only necessary if the condition requires one - they provide clarity about what needs to be done, when and by whom.

They include:

- The medical condition, its triggers, signs, symptoms and treatments,

- The pupil's resulting needs: medication, 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 etc.
- Storage / locations of medications / equipment etc.
- Any links to a SEN statement or EHC plan,
- The steps which the Academy should take to help the child manage their condition and overcome any potential barriers to getting the most out of their education,
- Integration steps or re-integration steps,
- Specific support for the pupil's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, nurturing sessions,
- The level of support needed including whether the child is self-managing their medication with monitoring,
- Named person who will provide the support, their training needs and expectations of their role, confirmation of their proficiency from a healthcare professional and cover arrangements for when they are unavailable.
- Who needs to be aware of the child's condition and the support required,
- Written permission from parents for medication to be administered by a member of staff, or self-administered by the pupil during school hours,
- Separate arrangements required for school trips, after school clubs etc.
- Where confidentiality issues are raised by the parent, then the designated individuals are entrusted with information about the child's condition,
- What to do in an emergency, including who to contact, and contingency arrangements.
- Recording sheet to evidence any medication administered.

## **Responsibilities**

### Headteacher

- To fully support admission into the Academy (in line with safeguarding duties of other pupils' health not being put at unnecessary risk e.g. infectious diseases),
- To make arrangements, as soon as possible, for the child to be able to begin their transition into the Academy,
- To ensure sufficient staff are suitably trained (as appropriate),
- To ensure relevant and consenting staff are fully trained in the administration of medication and the undertaking healthcare procedures, with confirmation of proficiency by a healthcare professional including the school nurse,
- To ensure staff are appropriately insured to support pupils in this way,
- To ensure all relevant staff are aware of the child's condition and this policy,
- To ensure that more than one member of staff can effectively deal with the child's medical condition, in case of staff absence etc.
- To ensure supply teachers and other relevant visitors are suitably briefed by the named support person,
- To ensure risk assessments for school visits etc. are meeting the needs of the child, keeping them safe and making reasonable adjustments to allow them full access,

- To write and monitor, along with the Learning Mentor, class teacher and named support person, the child's individual health plan.

### Governing Body

- Individual Health plans will be submitted to and reviewed by the Board of Governors, at least annually, or earlier if evidence is presented that the child's needs have changed.
- Details of specific staff training linked to the implementation of individual health plans will be shared on a regular, at least annual basis, so that the Board of Governors can satisfy themselves that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### Staff

- To fully engage in any necessary training to support the pupil with a medical condition,
- To know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help,
- To follow this policy and understand their role in its implementation,
- To educate the other children (if appropriate) for what to do in general terms, such as informing a teacher immediately if they think help is needed.

### Staff will NOT:

- 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- 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.

### Pupil

- Provide staff with information about how their condition affects them,
- To be fully involved in discussions about their medical support needs,
- To contribute, as much as possible, to the development of, and comply with, their individual healthcare plan.

## Parents

- To provide the school with sufficient and up-to-date information about their child's medical needs,
- To be involved in the development and review of their child's individual healthcare plan,
- To carry out any action that has been agreed in the plan,
- To ensure that they or another nominated adult are contactable at all times.

## Local Authority

- To provide support, advice and guidance to the Academy,
- To provide suitable training for school staff,
- To work with schools to support pupils with medical conditions to attend full time,
- To respond to their duty of making alternative education arrangements for the child if their medical need meant that they would not receive a suitable education in maintained school.

## **Complaints**

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

## **Related Policies**

Safeguarding

Special Educational Needs

Equality

First Aid

Intimate Care

Health and Safety

Disability

Accessibility plan

Policy written: Autumn 2020	
Policy review: Autumn 2023	
Policy written by: Deputy Head Teacher	
Signed:	Date:

## **Appendix**

1. Template for Individual Healthcare Plan
2. Parental agreements for administering medicine – paper and online
3. Record of medicine administered to the pupil

## Individual Healthcare 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 (Including confirmation of proficiency by health professional)

Integration / Reintegration plan


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 (including any links to SEN / EHC)

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*)

Who will this plan be shared with (state any confidentiality issues)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

**Parental agreement for administering medicine – Paper form**

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Storage	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) of parent (s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of headteacher \_\_\_\_\_ Date \_\_\_\_\_

**Online Parent Mail Form – Parental agreement for administering medicine**

• **Medication Permission Form**

- As per the academy's policy, we are only able to administer medication that is prescribed by a doctor.

Please complete the questions below in order to give permission for a member of staff to administer the medicine(s) required. Any medication given must have been prescribed for the child (we cannot give Calpol for example).

- I give permission for the school to administer my child's medicine on my behalf

Yes

No

- Name of Medicine

- Dosage

- Does the medicine need to be stored in a refrigerator?

- Time(s) to be administered

- Any other comments or information we need to know



**Record of medicine administered to the pupil**

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature			