

# Supporting Pupils with Medical Conditions Policy

Issue Number: 1  
Issue Date: October 2014  
Review Date: October 2017  
Reference: SPTA/CA/  
Approved By: ELT  
Approval Date: October 2014

## Contents:

1. [SPTA Statement of intent](#)
2. [Definitions](#)
3. [Key roles and responsibilities](#)
4. [Training of staff](#)
5. [The role of the child](#)
6. [Individual Healthcare Plans \(IHCPs\)](#)
7. [Managing medicines on school premises](#)
8. [Record keeping](#)
9. [Day trips, residential visits and sporting activities](#)
10. [Emergencies](#)
11. [Avoiding unacceptable practice](#)
12. [Insurance](#)
13. [Complaints](#)
14. [Monitoring and](#)

### [review](#) Appendices

1. [Individual healthcare plan implementation procedure](#)
2. [Individual healthcare plan template](#)
3. [Parental agreement for a school to administer medicine template](#)
4. [Record of medicine administered to an individual child template](#)
5. [Record of medicine administered to all children](#)
6. [Staff training record – administration of medicines](#)
7. [Contacting emergency services](#)
8. [Model letter inviting parents to contribute to individual healthcare plan development](#)

## 1. SPTA Statement of intent

SPTA is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

### Key points

- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- AABs must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- AABs should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Some children with medical conditions may be disabled. Where this is the case AABs **must** comply with their duties under the Equality Act 2010. 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.
- The focus should be on the needs of each individual child and how their medical condition impacts on their school life.
- SPTA is responsible for ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

## **2. Definitions**

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

“Staff member” is defined as any member of staff employed at an SPTA Academy, including teachers.

For further information on the matters contained in this policy please see the DfE statutory guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

## **3. Key roles and responsibilities**

### **3.1 The AAB is responsible for:**

- Overseeing the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at the Academy
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the SPTA Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that staff members who take on responsibility to support children with medical conditions receive appropriate and up to date training.

### **3.2 The Principal is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures in the academy.
- Ensuring implementation of the policy is developed effectively with partner agencies.

- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff, who need to know, aware of a child's medical condition.
- Ensuring Individual Healthcare Plans (IHCPs) are developed.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the school nursing service is contacted in the case of any child who has a medical condition.
- Ensuring a named staff member, who has received appropriate training, is responsible for administering injections.

### **3.3 Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions in lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

### **3.4 School nurses are responsible for:**

- Notifying the school when a child has been identified as requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

### **3.5 Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

## **4. Training of staff**

- Teachers and support staff will receive the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their CPD.
- There must be a named clinical lead for this training.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Principal will ensure a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy is maintained.

## **5. The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

## **6. Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate into the Academy.

## **7. Managing medicines on school premises**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a consent form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents' /carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or

pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under the SPTA Drug and Alcohol Policy.
- Medications will be stored safely and securely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside school premises e.g. on school trips.
- Any medications left over at the end of the course will be returned to the child's parents.
- The Academy cannot be held responsible for side effects that occur when medication is taken correctly.

## **8. Record keeping**

- Written records must be kept of any medication administered to children. Recommended templates are provided in the appendices supporting this document.
- Parents should be informed if their child has been unwell at school.

## **9. Day trips, residential visits and sporting activities**

- The Academy will 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 Academy will make arrangements for the inclusion of pupils in such activities with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.
- For detailed procedures to be followed, please refer to the Inclusion section in SPTA's Learning Outside the classroom policy. Please note that SPTA requires a risk assessment to be carried out so that planning

arrangements take account of any steps needed to ensure that pupils with medical conditions are included in planned learning outside the classroom. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely

## **10. Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **11. Avoiding unacceptable practice**

The Academy understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support.
- Creating barriers to children with medical conditions participating in school life, including in school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **12. Insurance**

- Teachers who undertake responsibilities within this policy are covered by SPTA's public liability insurance.
- Full written insurance policy documents are available to be viewed at The Academy.

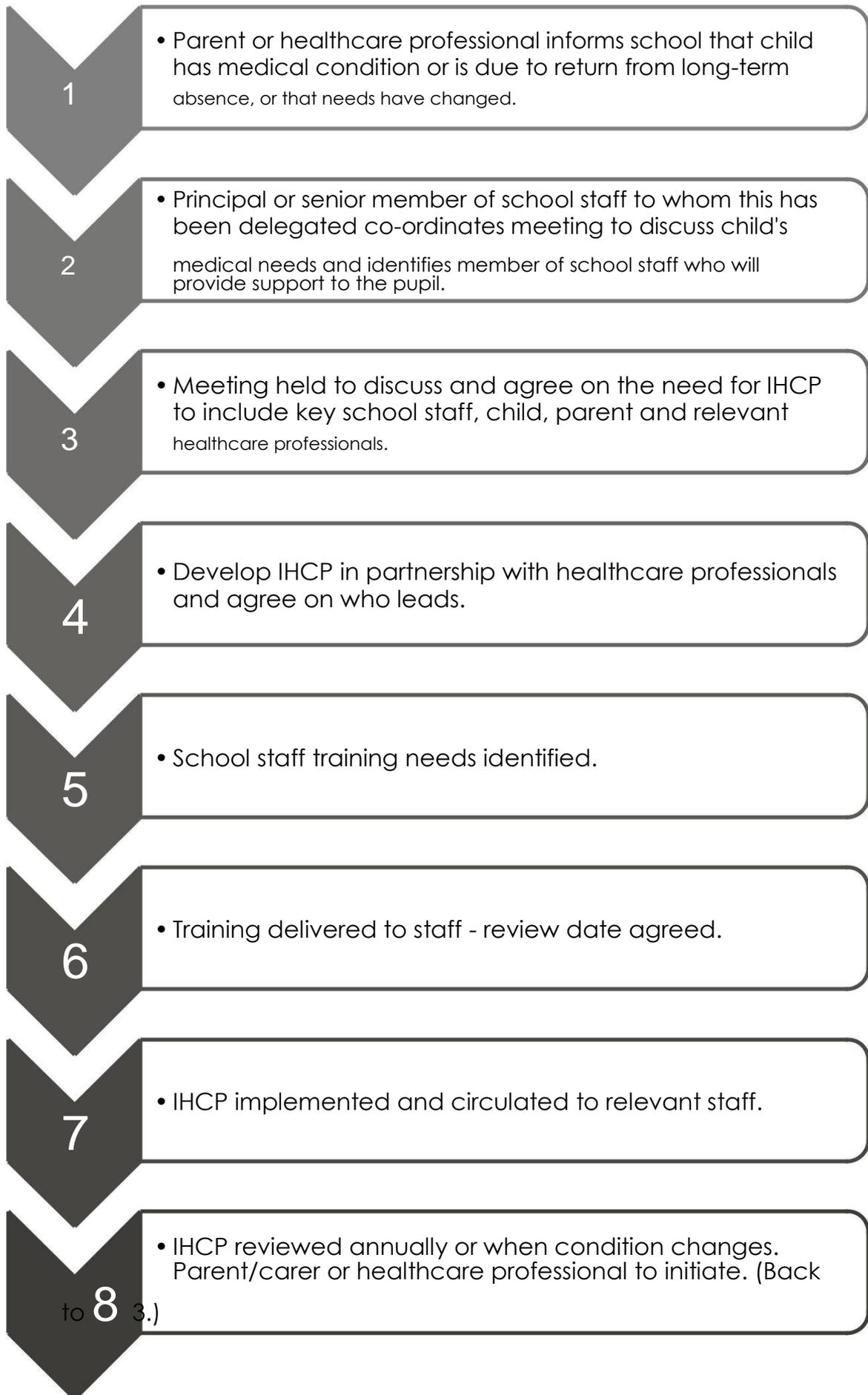
## **13. Complaints**

Any complaints about the operation of this policy will be dealt with in accordance with the SPTA Complaints Policy. This can be found on the Academy website.

## **14. Monitoring and Review**

This policy will be reviewed every three years or more frequently, if the relevant legislation changes.

## Appendix 1 - Individual healthcare plan implementation procedure



**Appendix 2 - Individual healthcare plan template**

**Name of Academy Individual Health Care 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 - Parental agreement for a school to administer medicine template

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

#### **Name of Academy** medicine administering form

Date for review to be initiated by	
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	
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	<b>Add name of agreed member of staff</b>

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) \_\_\_\_\_  
\_\_\_\_\_ (Parent)

Date \_\_\_\_\_

Signature(s) \_\_\_\_\_  
(Academy)

Date \_\_\_\_\_

**Appendix 4 - Record of medicine administered to an individual child template**

**Name of Academy** record of medicine administered to an individual child

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	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

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

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

Date			
Time given			
Dose given			

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of  
staff

Staff initials


Date

Time given

Dose given

Name of member of  
staff

Staff initials




**Appendix 6 - Staff training record – administration of medicines**

Name of school/setting:	
Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that **add name of member of staff** has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by **add name of member of staff**.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix 7 - Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number - **Add phone number**
- Your name.
- Your location as follows: **Add full address.**
- The satnav postcode (if different from the postal code.) **Add postcode**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## **Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Principal