



Bowhill Primary School

Supporting Pupils with Medical Conditions Policy 2020

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Policy statement

Bowhill Primary School wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting students at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities.

This school is an inclusive community that aims to support and welcome students with medical conditions.

This school aims to provide all students with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

be healthy	stay safe
enjoy and achieve	make a positive contribution
achieve economic well-being.	

- The school ensures all staff are aware of their duty of care to children and young people in the event of an emergency and know what to do in an emergency.
- All staff understand the common medical conditions that affect children at this school.
- Staff receive training on the impact medical conditions can have on students.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
-

Policy framework

These points provide the essential framework of the school's medical conditions policy.

1. This school is an inclusive community that aims to support and welcome students with medical conditions.
2. Staff understand what to do in an emergency for the most common serious medical conditions at this school.
3. This school has clear guidance on the administration of medication at school.
4. This school has clear guidance on the storage of medication at school.
5. This school has clear guidance about record-keeping.
6. This school aims for the whole school environment to be inclusive and favourable to students with medical conditions – within reasonable adjustment. This includes the physical environment, as well as social, sporting

and educational activities.

7. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is working towards reducing or eliminating these health and safety risks.

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

9. This policy is regularly reviewed, evaluated and updated.

Policy Aim

1. Bowhill Primary School is an inclusive community that aims to support and welcome students with medical conditions because:

- a. This school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b. This school aims to provide all children with medical conditions the same opportunities as others at school.
- c. Students with medical conditions are encouraged, where appropriate, to take control of their condition. We aim for students to feel confident in the support they receive from the school to help them do this.
- d. This school aims to include all students with medical conditions in all school activities.
- e. Parents/carers of students with medical conditions feel secure in the care their children receive at this school.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood.
- h. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students.
- i. The medical conditions policy is understood and supported by the whole school and local health community.

2. Bowhill Primary School has consulted on the development of this Medical Conditions policy with a range of key stakeholders within both the school and health settings. These key stakeholders include:

- Head teacher
- Special Educational Needs Coordinator
- Members of staff trained in first aid
- School governors.

Signed by

_____ Head teacher Date: _____

_____ Chair of Governors Date: _____

One hard copy of this page was signed by Head teacher and Chair of Governors and was filed separately.

Key roles and responsibilities

The Local Authority (LA) is responsible for:

- i. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- ii. Providing support, advice and guidance to schools and their staff.
- iii. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- iv. Making available suitable training to school staff in supporting students with medical conditions.

1.2 The Governing Body is responsible for:

- i. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Bowhill Primary School.
- ii. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- iii. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- iv. Ensuring that all students with medical conditions wherever possible are able to participate fully in all aspects of school life, as long as school feel it is safe to do so. In some cases this might involve completion of a full Risk Assessment by the relevant member of staff.
- v. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- vi. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- vii. Keeping written records of any and all medicines administered to individual students and across the school population.

1.3 The Head teacher is responsible for:

- i. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Bowhill Primary School.
- ii. Ensuring the policy is developed effectively with partner agencies.
- iii. Making staff aware of this policy.
- iv. Liaising with healthcare professionals regarding the training required for staff.
- v. Making staff that need to know aware of a child's medical condition.
- vi. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. A list of staff is included in Appendix 2a.

- vii. Contacting the school nursing service in the case of any child who has a medical condition.

1.4 Staff members are responsible for:

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

1.5 School nurses are responsible for:

- I. Supporting children in school who have been referred to the service in conjunction with school staff
- II. Liaising locally with lead clinicians on appropriate support

1.6 Parents and carers are responsible for:

- I. Keeping the school informed about any changes to their child/children's health.
- II. Completing a Parental Agreement for School to Administer Medicine form before bringing medication into school - Appendix 3.
- III. Providing the school with the medication their child requires and keeping it up to date.
- IV. Collecting any leftover medicine at the end of the course or year.
- V. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

2 Definitions

- i. "Medication" is defined as any prescribed medicine.
- ii. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- iii. A "staff member" is defined as any member of staff employed at Bowhill Primary School, including teachers.

3 Training of staff

- I. Staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction when this is deemed to be necessary.
- II. Staff will receive training as part of their development, whenever necessary.

- III. Staff who undertake responsibilities for delivering medical care under this policy will receive the following training whenever necessary:

Use of Epipen for anaphylaxis	Managing asthma training
Managing diabetes training	Managing epilepsy
Other specific training as required	

- IV. The clinical lead for this training is the School Nurse – they will advise the school on the appropriate training.
- V. No staff member may administer drugs by injection unless they have received training in this responsibility
- VI. The School will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4 The role of the child

- I. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- II. Where possible, students 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.
- III. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- IV. Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

5 Individual Healthcare Plans (IHCPs)

- I. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- II. IHCPs will be easily accessible whilst preserving confidentiality.
- III. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- IV. 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 necessary and agreed by all concerned.
- V. Where a child is returning from a period of hospital education or 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 and an adequate risk assessment is carried out.

6 Medicines

- I. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- II. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- III. No child will be given any prescription or non-prescription medicines without written parental consent.
- IV. 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.
- V. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- VI. 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.
- VII. A maximum of four weeks supply of the medication may be provided to the school at one time.
- VIII. Medications will be stored appropriately, refrigerated when required.
- IX. Any medications left over at the end of the course will, if possible, be returned to the child's parents.
- X. Written records will be kept of any medication administered to children - Appendix 4.
- XI. Students will never be prevented from accessing their medication.
- XII. The School cannot be held responsible for side effects that occur when medication is taken correctly.
- XIII. Parents/carers will be informed of any and all medicines administered to their child.

7 Emergencies

- I. Medical emergencies will be dealt with under the school's emergency procedures.
- II. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- I. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- II. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. Staff should not take children to hospital in their own car.

8 Avoiding unacceptable practice

Bowhill Primary School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Preventing a student from accessing their medicine.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students 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 students 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, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9 Insurance

- I. Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- II. The school is insured with Zurich
- III. For emergency first aid treatment and for medication administered on a regular basis, insurers will have a limit of £5,000,000.

The following acceptable treatments agreed with our insurers as follows: -

- Ear/nose drop application
 - Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask
 - Injections limited to the administration of pre-packaged doses (intramuscular or subcutaneous only) required in a pre-planned emergency
 - Medipens (Epipens and Anapens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinephrine or adrenaline/epinephrine
 - Oral medication administered as prescribed by a Health Care Professional subject to the Named Insured's medication policy and obtaining parental consent forms for pupils at day schools
 - Temperature taking via ear only subject to referral of variation from specified limits to Health Care Professional
 - Topical medication and application of patches using pre-prescribed medication creams and lotions only
- IV. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Local Authority.

10 Complaints

The details of how to make a complaint can be found in the ELAT Concerns & Complaints Policy:

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Head teacher
- Stage 3 – Complaint Heard by Governing Body.

1

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.

2

- Headteacher co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.

3

- Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.

4

- Develop IHCP in partnership with healthcare professionals and agree on who leads.

5

- School staff training needs identified.

6

- Training delivered to staff - review date agreed.

7

- IHCP implemented and circulated to relevant staff.

8

- IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

Bowhill Primary School Individual Health Care Plan

Child's name

Class

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 2a – Staff who may be asked to lead on the creation of a IHCP:

Jo Dentith (Head Teacher)

Sara Thornhill (Deputy Head Teacher)

Helen Eustace (SENCO)

Jess Crabtree (PSA)

School Nurse

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.

School

Parental agreement for school to administer medicine

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

Name of school	
Date	
Childs name	
Group/class/form	
Name and strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to school	

Time limit – please specify how long your child needs to be taking the medication	_____ day/s _____ week/s other _____
Daytime phone number of parent or adult contact	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

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

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

Administration of Medicines in Schools

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____ Date _____

(Parent/Guardian/Person with parental responsibility)

I give permission for my son/daughter to carry their asthma inhaler with them whilst at school and to manage its use.

Parent's signature _____ Date _____

(Parent/Guardian/Person with parental responsibility)

NOTES OF GUIDANCE

- The Head Teacher (or his/her nominee) will only administer medicines prescribed by a doctor.
- This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine to the Head Teacher of his/her nominee.
- The medicine should be in date and clearly labelled with:
 - (a) its contents;
 - (b) the owners name;
 - (c) dosage;

(d) the prescribing doctor's name

- The information given overleaf is requested, in confidence, to ensure that the Head Teacher is fully aware of the medical needs of your child.

While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the County Council through these guidelines, and the help of the School Medical Service will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements.