

Ramsgate Holy Trinity C.E. (Aided) Primary School



Supporting Pupils with Medical Conditions Policy

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Contents

1. Aims	3
2. Legislation and statutory responsibilities	3
3. Roles and responsibilities	4
4. Equal opportunities	5
5. Being notified that a child has a medical condition	5
6. Individual healthcare plans	5
7. Managing medicines	6
8. Emergency procedures	7
9. Training	7
10. Record keeping	8
11. Liability and indemnity	8
12. Complaints	8
13. Monitoring arrangements	8
14. Links to other policies	8
15. Appendix 1	9

1. Aims

This policy aims to ensure that:

- › Pupils, staff and parents understand how our school will support pupils with medical conditions
- › Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- › Making sure sufficient staff are suitably trained
- › Making staff aware of pupil's condition, where appropriate
- › Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- › Providing supply teachers with appropriate information about the policy and relevant pupils
- › Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Erin Price

2. 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](#).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher

The Headteacher will:

- › Make sure all staff are aware of this policy and understand their role in its implementation
- › Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- › Take overall responsibility for the development of IHPs
- › Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- › Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nursing service
- › Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- 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 IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, check that medicines are up-to-date and replace out-of-date medicines

3.5 Pupils

Pupils with medical conditions may often be best placed to provide information about how their condition affects them. Where appropriate, pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school and notify them of any pupils identified as having a medical condition.

4. 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 these 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.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within two weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Deputy Headteacher (Steffi Egan).

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done

➤ When

➤ By whom

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

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, the Headteacher and the Deputy Headteacher will consider the following when deciding what information to record on IHPs:

- 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

7. Managing medicines

Prescription 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

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

In exceptional circumstances, non-prescription medicines may be administered if a parent specifically requests this for **a short period of time** (e.g. a day or two) – and only if it would be detrimental to a child's health or school attendance not to do so.

Anyone giving a pupil any medication will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed (and in exceptional cases non-prescribed) medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. This is in the grey medicine bag inside the classroom's cupboard. Pupils will be informed about where their medicines are at all times and be able to access them immediately. 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.

Each medication will also have a sheet for the member of staff administering it to log how much medicine was given and when.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are able to 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 IHPs.

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 IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 IHPs
- 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, 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
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. 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 IHPs. 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 the Headteacher. 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 IHPs
- 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.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of. (orange folder in the staffroom; shared with all staff in staff meeting; medicine sheet and copy of IHP's inside the classroom cupboard door)

11. 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:

£50,000,000 public liability cover with QBE through KCC. Policy No. Y143005QBE0123A. Expiry 31.12.2023

12. Complaints

Should parents\carers be unhappy with any aspect of their child's care at Ramsgate Holy Trinity C.E. Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem, then it should be brought to the Deputy Headteacher, who will, where necessary, bring concerns to the attention of the

Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the Ramsgate Holy Trinity C.E. Primary School Complaints Procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

14. Additional documents

Appendix 1 – The Key's flowchart to decide on healthcare plan

Appendix A – Health Care Plan template

Appendix B – Parental agreement to administer medicine in school

Appendix C – Record of medicine administered to an individual child

Appendix D – Medication tracking form

Appendix E – Process of identifying children with a medical condition that may require support in school

Appendix F – Staff training record

Appendix G – Medical Admission Form

Appendix H – Model letter inviting parents to contribute to individual healthcare plan development

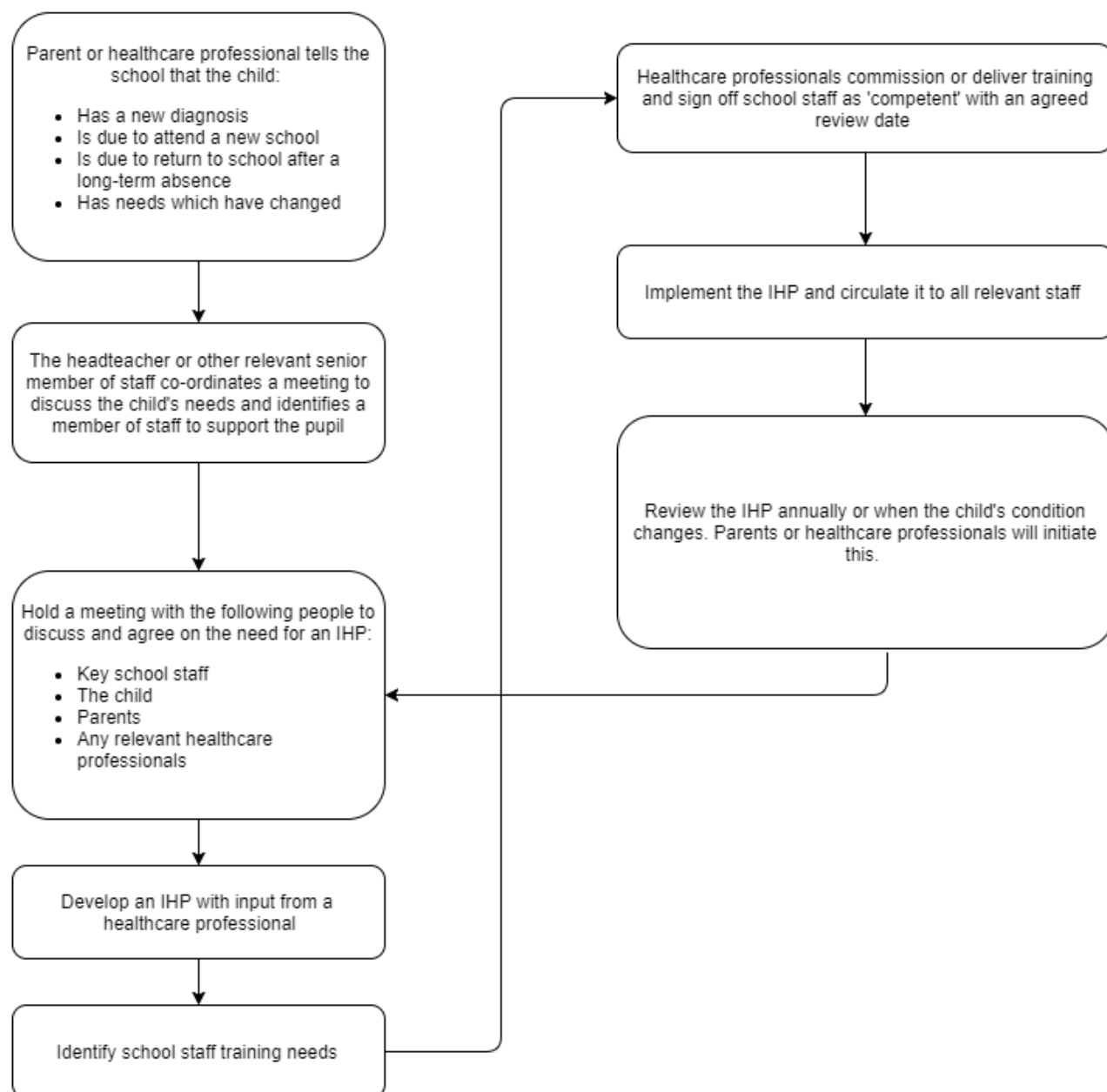
Appendix I – Medical Risk Assessment (for children returning to school after long and/or serious illness/injury)

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Intimate care and toileting policy

Appendix 1: Being notified a child has a medical condition



Appendix B (orange form)



Ramsgate Holy Trinity C.E. (Aided) Primary School

Request for school to administer medicine.

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

DETAILS OF PUPIL

Surname _____ Forename _____

Address _____

_____ Post Code _____

Male/Female Date of Birth _____ Class _____

Condition/Illness being treated. _____

MEDICATION

Name/Type of medication (as described on the packaging) Expiry Date _____

How long will your child take this medication? _____ Date dispensed _____

Full directions for use

Dosage and method _____ Timing _____

Special precautions _____

Side effects you are aware of _____

Self-administration _____

Procedures to take in an emergency _____

Contact Details

Name _____ Relationship to child _____

Day time phone number(s) _____

Address (if different from above)

I understand that I must deliver the medicine personally to the agreed member of staff and it is my responsibility to ensure medicine is returned as required. I accept that this is a service, which the school is not obliged to undertake.

Signed _____ **Parent/Guardian** **Date** _____



Record of medicine administered to an individual child

Name of child: _____

Medicine: _____

Date	Time given	Dose given	Name of staff member



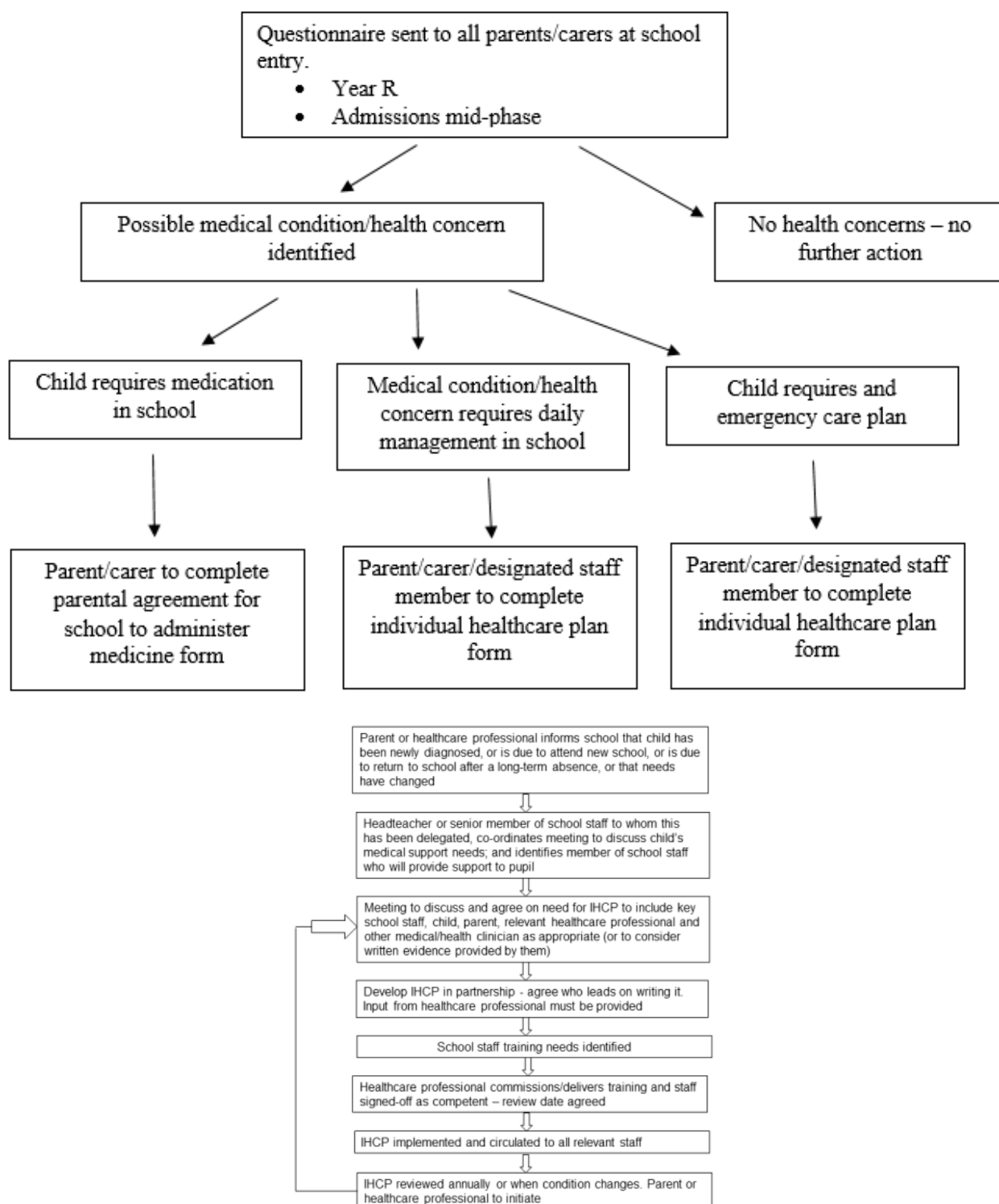
Ramsgate Holy Trinity C.E.(Aided) Primary School

Medication Tracking Form

Name of child	Medication	Medication expiry date	Date received in school	Date returned to parent or finished	Staff name	Signature

Suggested process of identifying children with a medical condition that may require support in school

Not all children with a health condition will require a healthcare plan in school. However, this form will help to ascertain which children require support. In addition, the school may be informed at any other point by a parent or healthcare professional if a child is newly diagnosed with a health condition.





Ramsgate Holy Trinity C.E.(Aided) Primary School

Staff Training Record

Name(s)	
Type of training received	
Date of training completed	
Training provided by Profession and title	
Confirmation (for face-to-face training)	<p>I confirm that the above members of staff have received the training detailed above and are competent to carry out any necessary treatment.</p> <p style="text-align: center;"> Date: _____ Signature of trainer _____ </p>
	<p>I confirm that I have received the training detailed above.</p> <p>I have provided the office with a copy of the certificate.</p>
Signature(s) from staff	
Date:	

Ramsgate Holy Trinity C.E. (Aided) Primary School
CONFIDENTIAL - Medical Details Form

Child's Name:.....

Date of Birth:.....

		Yes	No
1	Does your child have any health condition or disability? (e.g. diabetes, deafness)	<input type="checkbox"/>	<input type="checkbox"/>
2	Does your child have a health care plan that should be followed in a medical emergency?	<input type="checkbox"/>	<input type="checkbox"/>
3	Does your child have a medical condition/health concern, including taking medication, that needs to be managed during the school day? <i>(please give details under any other information)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does your child take regular medication outside school hours?	<input type="checkbox"/>	<input type="checkbox"/>
5	Does your child regularly use an inhaler?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your child have any allergy?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above questions, your son/daughter may have met the Equality Act 2010 definition of disabled which means that you have certain rights under the law. Please tick the boxes below that more accurately describe your son/daughter's health condition or disability. The information will help us to identify what we need to do to support your child at school.

Does/will your child have difficulty with:	Yes	No
• Moving about the school and going on school visits?	<input type="checkbox"/>	<input type="checkbox"/>
• Use of hands and fingers? (e.g. to hold a pen or pencil)	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting, carrying or moving objects? (e.g. carrying school bag)	<input type="checkbox"/>	<input type="checkbox"/>
• Washing, going to the toilet, controlling the need to go to the toilet, dressing, etc.?	<input type="checkbox"/>	<input type="checkbox"/>

- Expressing themselves or understanding what others are saying? ☐ ☐
- General work in school such as reading, writing, number work? ☐ ☐
- Understanding information/following instructions ☐ ☐
- Hearing or eyesight? ☐ ☐
- Making friends, relating to adults, behaving appropriately in school? ☐ ☐
- A medical need which has lasted or is expected to last more than 12 months and takes regular medication?
(please give details under any other information) ☐ ☐
- Complex health needs requiring daily assistance in order to maintain optimum health, such as physiotherapy at school? ☐ ☐

Any other information we need to know about your child's condition:

Ramsgate Holy Trinity School wishes to ensure that there is good communication between the school and all families. Please give details below if you require support in any of the following ways:

- Information sent from school in alternative formats, e.g. Braille, large print
- Specific access requirements to the school buildings or to enable you to take part in consultation meetings, e.g. interpreters for British Sign Language, loop system, explaining things over the phone.

Signed: _____ (Parent/Guardian)

Print Name: _____ Date: _____

A NOTICE ON CONFIDENTIALITY OF MEDICAL INFORMATION

By signing this form, you are consenting for the school to process your child's medical information. All information provided is processed in the strictest confidentiality.

Ramsgate Holy Trinity School follows the general principles of confidentiality, in accordance with the General Data Protection Regulations (GDPR):

Medical information about pupils will remain strictly confidential.

Details of information concerning allergies/conditions that prevent a pupil from participating in usual school activities will be made available to the teaching/office staff. Other information will only be made available to specific staff on the basis of 'a need to know'.

In providing emergency medical care for a pupil, it is recognised that when it is in the best interests of the child, the first aider may liaise with key staff, parents or guardian.

On some occasions, the Designated Safeguarding Lead (DSL) or School Secretary will need to pass pupil/medical information to third parties, such as NHS teams.

You can find further information on confidentiality and data protection in the School's Parent & Carer's Privacy Notice, on our website www.ramsgateholyltrinity.co.uk

Appendix H – Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

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. The initial meeting will be to decide whether a formal plan needs to be put in place and how best to cater for your child's needs in school.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is 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 on 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 healthcare plan has been scheduled for xx/xx/xx. I hope that this is convenient for you, and I would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know as soon as possible if you would like to invite a medical practitioner, healthcare professional or specialist and provide other or additional evidence you would like us to consider at the meeting.

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

Yours sincerely



Ramsgate Holy Trinity C.E. (Aided) Primary School

Medical Risk Management Form

Child:		Class:
Date:		
Reason for Risk Assessment:		
Risk(s):		
Steps to take (including review)		
Adults to be informed in school:		
Signature of staff member carrying out the risk assessment		
Signature of parent:		
Signature of HT:		

