



Full Governors
25.09.24

Signed.....

Supporting Pupils at School with Medical Conditions

The legislation this policy is based upon,

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The DfE publication 'SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS' published April 2014 includes statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

Key aims

- Pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The governing body ensures that arrangements are in place in schools to support pupils at school with medical conditions.
- The governing body ensures 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.

The role of the Governing Body

- To ensure that arrangements are in place to support pupils with medical conditions so they can access and enjoy the same opportunities at school as any other child.
- To take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening so the focus of action taken is on the needs of each individual child and how their medical condition impacts on their school life.
- To make arrangements to give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school; showing an understanding of how medical conditions impact on a child's ability to learn, as well as increasing confidence and promoting self-care and finally ensuring staff are properly trained to provide the support that pupils need.
- To monitor arrangements put in place to ensure that policies, plans, procedures and systems are properly and effectively implemented in accordance with statutory requirements - In particular procedures for administration of medicines.
- To ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- To ensure that the school's policy is explicit about what practice is not acceptable when administering medicines in school.
- To ensure complaints may be made and will be handled concerning the support provided to pupils with medical conditions.
- To review regularly the policy for supporting pupils with medical conditions and ensure it is readily accessible to parents and school staff.
- To ensure the policy is implemented effectively by **Mrs Andrea Phillippe** who also has overall responsibility for policy implementation and is responsible for ensuring:
 - ensuring that sufficient staff are suitably trained not only in emergency/paediatric first aid but also specialist training as required e.g., diabetes or enteral feeding training.
 - a commitment that all relevant staff will be made aware of the child's condition,
 - cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
 - briefing for supply teachers,
 - risk assessments for school visits, holidays, and other school activities outside of the normal timetable, and
 - monitoring of individual healthcare plans.

The role of the Headteacher

The Headteacher ensures that the school's policy for supporting pupils with medical conditions is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher also ensures that all staff who need to know are aware of the child's condition and that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The role of school staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering 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 are to receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

The role of school nurses

The school nursing services 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 should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

The role of school pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

The role of school parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting.

The role of the named person and Individual Health Care Plans

The named person, **Mrs Andrea Phillippe**, is to ensure that procedures are followed whenever a school is notified that a pupil has a medical condition are in place and followed (see procedures below).

The named person is responsible for individual healthcare plans and their development and use in supporting pupils at school with medical conditions.

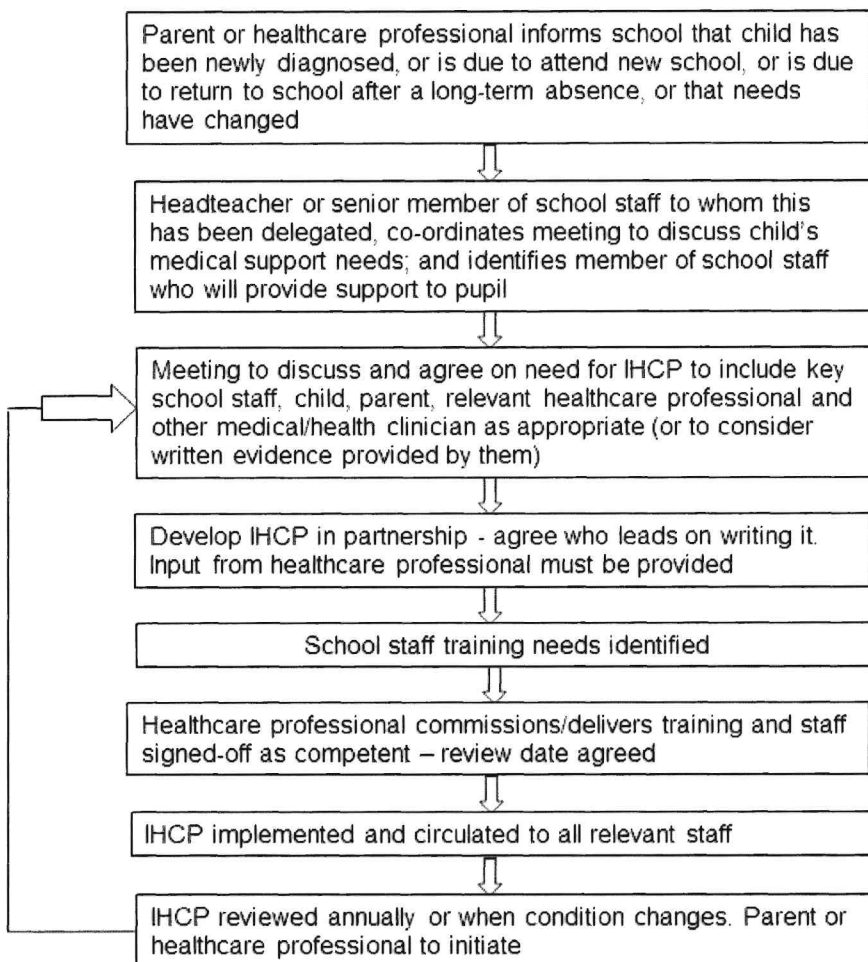
Individual Health Care plans (Appendix A) are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They are developed with the child's best interests in mind and assess and manage risks to the child's education, health and social well-being and minimises disruption.

When deciding what information should be recorded on individual healthcare plans, the named person considers the following:

- 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 eg 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, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child'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 child can participate, e.g., risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Procedures for developing Individual Healthcare Plans



Procedures for handling and administering medicines in school

Rationale

At Portway Infant School we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

Medical Equipment

It is the responsibility of the First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified, ensure new stock is ordered by placing an order with the School Office Manager.

Storage, administration and handling of Medicines

For safety reasons, all medicines are stored centrally in the school first aid room or, if necessary, in the fridge, and are handled by adults only. Parents are asked to deliver any medication to school via the front office and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental authorisation and are appropriately named are allowed in school. Epipens will be kept securely in the classroom. A school Epipen and inhaler are kept in the red fire box and other emergencies where school has to be evacuated, this includes practise emergency events.

Timing of Administration of Medicines

The medicines will be administered at the appropriate time and the time written on the authorisation form. If there is or has been a problem then parents will be informed.

Parental Authorisation Forms

Before medication can be given in school, Parents must complete the appropriate authorisation for administering medicines in school form (Appendix B), clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

All forms must be checked by the class teacher on a regular basis to ensure accuracy of information and expiry dates of medicines.

Medicine Administration

Agreed staff will dispense all oral medicine to children and supervise diabetic children administering their own insulin. In the case of diabetes, members of staff in the classroom will be trained to administer medicine and make the appropriate checks based on the child's needs and health care plan. Children with asthma, may administer their own medication under supervision of the First Aider.

Staff who have agreed to administer prescribed medicine: **Mrs Lisa McSherry, Mrs Lisa Kemp, Mrs Claire Paterson, Mrs Caroline Ball**

Non-prescribed Medicines

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as cough lozenges etc., will not be administered by school staff and are not to be brought to school unless previously agreed with the headteacher.

Administration of Antibiotics

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime. Parents will be asked if they or a family member are able to come in and administer the medicine. School will only administer the medicine when this is not an option.

Monitoring of Administration of Medicines

When a child receives medication in school, details are to be recorded on the appropriate authorisation form which is kept by the person administering the medicine. The above-named people will take the medicine to the classroom and this will be checked by the named person and the class teacher before the medicine is administered. Both people will sign the authorisation form. In the case of inhalers, it will be written in the book kept in the first aid room.

Qualified First Aid Staff:

First Aid staff must hold the appropriate up-to-date Health and Safety at Work Certificate and should attend renewal courses as appropriate. A list of current first aiders is available in the school office.

Educational Visits

A portable First-Aid kit and individual pupils' medicines must be taken on all Educational Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).

Unacceptable Practice when handling medicines in school

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

- 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

Mrs Andrea Phillippe

Reviewed autumn 2024

To be reviewed autumn 2025

Appendix A



Portway Infant School Individual Health Care Plan

--

Name of school/setting

Portway Infant School

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

Parent signature.....

Printed.....Date.....

Signed on behalf of Portway Infant School.....

Printed.....Date.....



ADMINISTRATION OF MEDICINE DURING THE SCHOOL DAY PARENTAL AGREEMENT

Please ensure that you have read and clearly understand the requirements before completing this form.

- If a child requires medication during the school day, initially parents will arrange to come into school to give the child the medicine themselves.
- Only in exceptional circumstances and at the discretion of the Headteacher, medication will be administered by the Headteacher or a nominated member of staff.
- This is a service that the school is not obliged to undertake.
- Parents with children who have regular medication (i.e., inhalers, epipens etc.) will make arrangements with the school according to the child's needs. It will be parent's responsibility to ensure medication, kept in school for this purpose, is hygienically maintained and in date.

Medication must be in its original container and dispensed by the pharmacy. Please ensure that all medication is clearly marked with your child's name.

Non-prescription medication will not be administered

Date:	Child's Name:	Class Teacher:
Name & Strength of Medicine:		Expiry Date:
How much to be given:		When (approximate time):
Route (mouth, ear)		Storage instructions
Brief Description of Condition/illness for which the medication is required:		
Asthma only; do you require that staff administer their medication it for them? Yes ☐ No ☐		
Any other instructions:		

The information supplied 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. I will inform school immediately and complete another form if there is any change in the dosage or frequency of medication.

Parent/Carers Signature Please print

PTO

I can be contacted on the following telephone number during school hours:

Home Work

Mobile

Child's Doctor:

Name Telephone

Address

Headteacher or Designated Staff

Name It is agreed that
(name of child)

Will receive
(quantity & name of medicine)

as directed by parent/carer

This arrangement will continue until otherwise instructed by parent

Signed Please Print
Headteacher or designated member of staff

Date:

Medication Administration Record

Date	Time	Dose	Signed

