



## Supporting Pupils with Medical Conditions Policy

Date: **September 2024**

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### 1. Statement of Intent

Norbreck Primary Academy aims to ensure that all children 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 December 2015- 'Supporting Pupils at School with Medical Conditions' and Section 100 of the Children and Families Act 2014.

OFSTED places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

## 2. Key Roles and Responsibilities

### 2.1 The Board of Trustees is responsible for:

- 2.1.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Norbreck Primary Academy.
- 2.1.2 Ensuring that the Supporting Pupils 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.
- 2.1.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.1.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 2.1.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 2.1.6 Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 2.1.7 Ensure that written records are kept of any and all medicines administered to individual children across the school.
- 2.1.8. Ensuring the levels of insurance in place reflects the level of risk.

### 2.2 The Senior Leadership Team are responsible for:

- 2.2.1 The day-to-day implementation and management of Supporting Pupils with Medical Conditions Policy and procedures at Norbreck Primary Academy.
- 2.2.2 Ensuring the policy is developed effectively with partner agencies.
- 2.2.3 Making staff aware of this policy.
- 2.2.4 Liaising with health care professionals regarding training required for staff.
- 2.2.5 Making staff who need to know, aware of a child's medical condition.
- 2.2.6 Developing Health Care Plans alongside medical professionals involved with the individual child.
- 2.2.7 Ensuring a sufficient member of trained members of staff are available to implement the policy and deliver Health Care Plans in normal, contingency and emergency situations.
- 2.2.8 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

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

### **2.3 Staff Members are responsible for:**

- 2.3.1. Taking appropriate steps to support children with medical conditions.
- 2.3.2 Where necessary, making reasonable adjustments to include children with medical conditions into lessons.
- 2.3.3 Administering medication, if they have agreed to undertake that responsibility.
- 2.3.4 Undertaking training to achieve the necessary competency for supporting children with medical conditions, if they have agreed to undertake that responsibility.
- 2.3.5 Familiarising themselves with procedures detailing how to respond when they became aware that a child with a medical condition needs help.
- 2.3.6 Year Group Leaders will be responsible for briefing supply teachers, preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual Health Care Plans.

### **2.4 School nurses/visiting nurses will be asked to:**

- 2.4.1 Notify the school when a child has been identified with requiring support in school due to a medical condition.
- 2.4.2 Liaise locally with lead clinicians on appropriate support.

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

- 2.5.1 Keeping the school informed about any changes to their child/children's health.
- 2.5.2 Completing a parental agreement for school to administer medicine form before bringing prescribed medication into school.
- 2.5.3 Providing the school with the medication their child requires and keeping it up to date.
- 2.5.4 Collecting any leftover medicine at the end of the course or year.
- 2.5.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 2.5.6 Where necessary, developing a Health Care Plan for their child in collaboration with the designated staff members and healthcare professionals.
- 2.5.7 Working with the school towards the best interests of their child.

### 3. Definitions

- 3.1 “Medication” is defined as any prescribed or over the counter medicine.
- 3.2 “Prescription medication” is defined as any drug or device prescribed by a doctor.
- 3.3 “Controlled drugs” are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine and methadone.
- 3.4 A “staff member” is defined as any member of staff employed at Norbreck Primary Academy, including teachers.
- 3.5 Pupils' medical needs may be broadly summarised as being of two types:-

**Short-term** affecting their participation at school because they are on a course of medication.

**Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

### 4. Training of staff

- 4.1 Teachers and support staff will receive training on Supporting Pupils with Medical Conditions Policy as deemed necessary with regards to children with medical conditions currently in the school.
- 4.2 Teachers and support staff will receive regular and ongoing training as deemed necessary with regards to children with medical conditions currently in the school as part of their development.
- 4.3 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 4.4 No staff member may administer drugs by injection unless they have received training in this responsibility.
- 4.5 The Deputy Head teacher will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy. See Annex E.

### 5. The Role of the Child

- 5.1 If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual Health Care Plan.
- 5.2 Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in the classroom cupboard to ensure that the safeguarding of other children is not compromised.

- 5.3 If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual Health Care Plan. Parents will be informed so that alternative options can be considered.
- 5.4 Norbreck Primary Academy recognises that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

## 6. Health Care Plans

- 6.1 Where necessary, a Health Care Plan will be developed in collaboration with the child, parents/carers, Pastoral Leads/Family Support Worker, Special Educational Needs staff, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 6.2 Health Care Plans will be easily accessible whilst preserving confidentiality.
- 6.3 The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.
- 6.4 An template is used for the individual Health Care Plan; although this format may be varied to suit the specific needs of each child. See Annex B.
- 6.5 Health Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 6.6 Where a child has an Education, Health and Care Plan (EHCP), the Health Care Plan, where applicable, will be linked to it or become part of it.
- 6.7 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the education provider, school nurse and medical professionals to ensure that the Health Care Plan identifies the support the child needs to reintegrate.
- 6.8 Norbreck Primary Academy does not have to wait for a formal diagnosis before providing support to a child. In cases where a child's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by a senior member of staff and following these discussion an individual Health Care Plan will be written.
- 6.9 A flow chart for identifying and agreeing the support a child needs and developing an individual Health Care Plan is provided at Annex A.

## 7. Medicines

- 7.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 7.2 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 medicine form for school to administer medication.
- 7.3 No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 7.4 Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents/carer while respecting their right to confidentiality.
- 7.5 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 7.6 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.
- 7.7 Medication, e.g. for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. Parents should be informed.
- 7.8 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- 7.9 Medications will be stored safely in a locked cabinet/ fridge in the staffroom. The keys are held in the school Office.
- 7.10 Any medications left over at the end of the course will be returned to the child's parents/carer.
- 7.11 Sharps boxes should always be used for the disposal of needles and other sharps.
- 7.12 Staff administering medicines should do so in accordance with the prescriber's instructions. Norbreck Primary Academy will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to children. Appendices C & D.
- 7.13 Pupils will never be prevented from accessing their medication.
- 7.14 Norbreck Primary Academy cannot be held responsible for side effects that occur when medication is taken correctly.

- 7.15 Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available state where and not locked away. Asthma inhalers should be marked with the child's name.

## 8. Emergencies

- 8.1 The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.
- 8.2 The first point of call for medical emergencies will be dealt with by one of the school's qualified First Aiders.
- 8.3 Where a Care Plan is in place, it should detail:
- What constitutes an emergency
  - What to do in an emergency.
- All relevant staff should be aware of emergency symptoms and procedures.
- 8.4 Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 8.5 If a child needs to be taken to hospital, a member of staff will remain with the child until their parents/carer arrive.

## 9. Day Trips, Residential Visits and Sporting Activities

- 9.1 We will actively support pupils with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.
- 9.2 We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.
- 9.3 It is the Trip Leader's responsibility to ensure all staff are aware of children's medical needs in the group. Health Care Plans should be shared.

## 10. Defibrillator, Epi-Pens and Inhalers

- 10.1 The school has invested in a defibrillator and provides staff training on its use in emergency situations.
- 10.2 The school has asthma inhalers on site for emergency use for children with diagnosed conditions and signed parental consent.
- 10.3 The school has Epi- Pens on site for emergency use for children. These are only to be administered under the instruction of the emergency call handlers.

## 11. Avoiding Unacceptable Practice

- 11.1 Norbreck Primary Academy understands that the following behaviour is unacceptable:
- Assuming that children with the same condition require the same treatment.
  - Ignoring medical evidence or opinion.
  - Sending children home frequently or preventing them from taking part in activities at school
  - Sending the child to a medical room alone if it is deemed that they are too ill to make it there safely.
  - Penalising children with medical conditions for their attendance record where the absences relate to their condition (medical evidence will be required).
  - Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support.
  - Creating barriers to children participating in school life, including school trips.
  - Refusing to allow children to eat, drink or use the toilet when they need to in order to manage their condition.

## 12. Insurance

- 12.1 Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 12.2 The Academy Trust is insured under the Risk Protection Association Policy and has both public and employers liability insurance.
- 12.3 Full written insurance policy documents are available to be viewed by members of staff who are providing support to children with medical conditions. Those who wish to see the documents should contact the school.

## 13. Complaints

- 13.1 Should parents\carers be unhappy with any aspect of their child's care at Norbreck Primary Academy, 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.
- 13.2 If this does not resolve the problem or allay the concern, the problem should be brought to a member of Leadership Team, who will, where necessary, bring concerns to the attention of the Headteacher.
- 13.2 In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the Norbreck Primary Academy Complaints Procedure.

## 14. Monitoring

- 14.1 This policy will be reviewed and approved by the Board of Trustees every three years.

## 15. Links to other policies

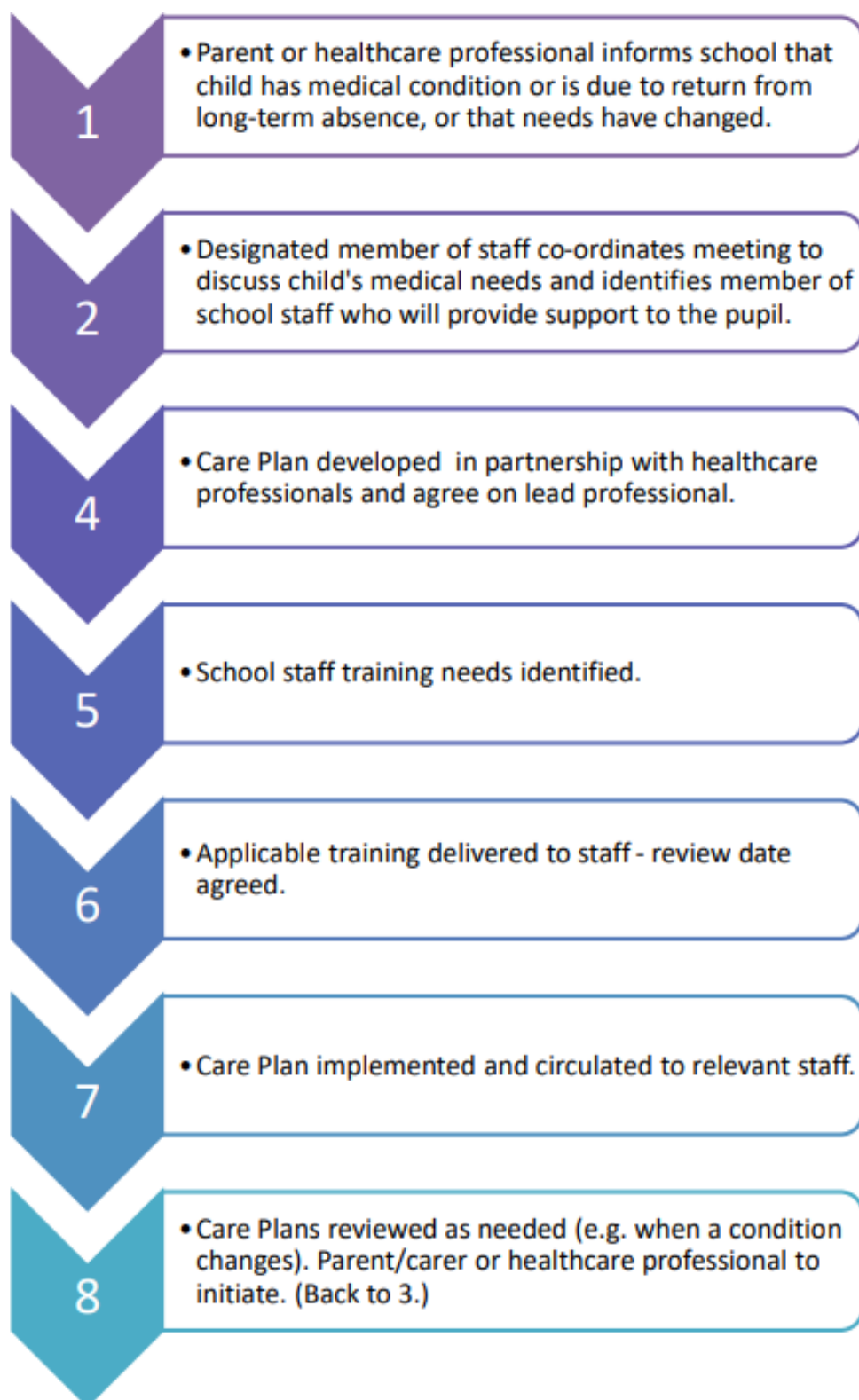
15.1 This policy links to the following policies:

- Accessibility Plan
- Complaints Policy
- Health and Safety Policy
- Safeguarding Policy
- Special Educational Needs Policy
- Off- Site Visits Policy



# 16. Appendices

## Annex A: Model process for developing Individual Healthcare Plans



## Annex B: Health Care Plan Format

<b>To be used in conjunction with additional information attached:</b>		YES/ NO		
<b>DOB:</b>				
<b>YEAR:</b>				
<b>Medical Condition/ Allergies:</b>				
<b>Child's Address:</b>		<b>Family Contacts:</b>	<b>Name:</b>	
			Relationship to child:	
			<b>Mobile:</b>	
			<b>Name:</b>	
			Relationship to child:	
			<b>Mobile:</b>	
<b>Medical Contacts:</b>	G.P:		<b>Review</b>	
	School Nurse:	<b>01253 951740</b>		<b>Date</b>
	Paediatrician:			<b>To be Reviewed By</b>
	Therapist:			
	Other:			
<b>Health Needs &amp; Details of Child's Symptoms</b>				
<b>Daily Care Requirements</b>				
<b>EMERGENCY NEEDS &amp; ACTION TO BE TAKEN</b>				
<b>Staff Training</b>		<b>Person Responsible in an emergency</b>	<b>On Site</b>	
			Class Teacher/ Teacher in Charge /Nominated Staff	
			<b>Off Site- e.g., School Visit</b>	
			Class Teacher/ Teacher in Charge /Nominated Staff	
<b>Parent/ Guardian Signed Consent:</b>				
<ul style="list-style-type: none"> <li>I consent to staff named above administering the medical procedures as laid out in the Health Care Plan to my child and to the information in the Health Care Plan being shared with staff and volunteers.</li> <li>I agree to provide school with up-to-date medical information, current contact numbers and prescribed medication.</li> <li>It is my responsibility to ensure medication is within the expiry date and update and renew medication when needed.</li> </ul>				
<b>Signed:</b>		<b>Name:</b>		<b>Date:</b>
<b>Form completed by:</b>		<b>Copies held by:</b>	<b>School, Parents</b>	

## Annex C: Parental/ Carer Agreement for School to Administer Medicine



### Parental/ Carer Agreement for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.  
This form can only be completed by a parent or legal guardian/ carer.

Name of child:

--

Date of birth:

--

Class:

--

Medical condition or illness:

--

Date to start taking medication in school:

--

Date for end of medication/ review:

--

#### Medicine

Name/type of medicine

*(as described on the container)*

--

Expiry date

--

Dosage and method

--

Timing (when and how often)

--

Special precautions/ other instructions

--

Are there any side effects that the school needs to know about?

--

Self-administration (under supervision) – y/n

--

Procedures to take in an emergency

--

***NB: Medicines must be in the unopened original container as dispensed by the pharmacy or 'over the counter' medicine in original unopened packaging.***

#### Contact Details

Name:

--

Daytime telephone number:

--

Relationship to child:

--

Address:

--

I understand that I must deliver and collect the medicine personally to and from.

[agreed member of staff]
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**After School Club**

The school can take no responsibility to administer medication to a child after school hours whilst they are attending After School Club. It is the responsibility of the parent/ carer to make separate arrangements with the After School Club.

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. 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.

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

Date \_\_\_\_\_

## Annex D: Record of Medicine Administered to an Individual Child



### Record of Medicine Administered to an Individual Child

Name of school:	Norbreck Primary Academy
Name of child:	
Date medicine provided by parent:	
Class:	
Quantity received:	
Name and strength of medicine:	
Expiry date:	
Quantity returned:	
Dose and frequency of medicine:	

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

Parent signature: \_\_\_\_\_

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

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

**Record of medicine administered to an individual child (...continued)**

Date:

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Time given:

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Dose given:

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Name of member of staff:

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Staff initials:

--	--	--

Date:

--	--	--

Time given:

--	--	--

Dose given:

--	--	--

Name of member of staff:

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Staff initials:

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Date:

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Time given:

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Dose given:

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Name of member of staff:

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Staff initials:

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Date:

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Time given:

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Dose given:

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Name of member of staff:

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Staff initials:

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# Appendix E: Staff Training Record – Administration of Medicines and/or Medical Procedures



## Staff Training Record – Administration of Medicines and/or Medical Procedures

Name of school:

Norbreck Primary Academy

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that [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 [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: \_\_\_\_\_