

Stanway Primary School



Supporting pupils with Medical Conditions and Administration of Medicines Policy

Approved by:	The Resource Committee	Date: 21.06.2024
Last reviewed on:	Summer 2024	
Next review due by:	Summer 2025	

Model policy from © The Key Support Services Ltd and in accordance with the statutory guidance document 'supporting pupils at school with medical conditions' produced by the department of education (December 2015)

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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 pupils' conditions, 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 Lucy Frizzell.

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 (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions, which includes the administration of medicines. 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 and/or administration of medicines.

3.2 Key Roles

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 and requirements for administration of medicines, including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of individual healthcare plans
- 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 nurse

- Ensure that systems are in place for obtaining information about a child's medical needs and any needs for administration of medicines, 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 and/or administration of medicines 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, including required information about administration of medicines
- Be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the individual healthcare plan, e.g., provide medicines and equipment
- Ensure they or another nominated adult are contactable at all times
- Submit a completed permission form before bringing medicines into school
- Provide the school with the medicine their child requires
- Notify the school if their child's medical condition and/or medicine changes or is discontinued, or any changes in the dose or administration method.

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. 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 individual healthcare plans.

3.6 School nurses and other healthcare professionals

Our 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. They may also support staff to implement a child's individual healthcare plan.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing individual healthcare plans.

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 individual healthcare plan.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

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 Individual healthcare plan. It will be agreed with a healthcare professional and the parents when an Individual healthcare plan would be inappropriate or disproportionate. This will be based on evidence. If there is no 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.

Individual healthcare plan will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the Individual healthcare plan.

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 and the headteacher, will consider the following when deciding what information to record on Individual healthcare plan:

- 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

Parents must tell the school about the medicines that their child needs to take.

All Medicines must be delivered to the school office by the parent in person, who will be required to complete and sign a permission form (see appendix).

It is the parent's responsibility to ensure all medicine are in date and suitable for use. The member of staff receiving the medicines will check the items against the information stated on the form.

In the event of medicines needing to be transported to and from school on a daily basis, i.e., antibiotics, the parent is responsible for ensuring that both delivery and collection occurs. The school office opens at 8:30am and closes at 3:45pm.

Prescription and non-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

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are provided in the original container as dispensed by the pharmacist labelled with Pupils names, name of medicine, date of dispensing, instructions for administration, dosage, frequency and timing of administration and storage.

Parents must inform the school and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

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. 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.

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.

All other controlled drugs are kept in a secure cupboard in the school medical room. If medication needs to be refrigerated it will be put in the medical room fridge. The Medical room is locked and only named staff have access.

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 Individual healthcare plan and inform parents so that an alternative option can be considered, if necessary.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' Individual healthcare plan 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 Individual Healthcare plans. 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 Individual Healthcare plans
- 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 for as long as these pupils are at the school. (See appendix). This information is confidential to school staff, will be stored, and retained securely in line with the record retention policy.

IHPs are kept in a readily accessible place which all staff are aware of.

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:

Aspen Insurance UK Ltd – Provided by Essex County Council

12. Complaints

Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

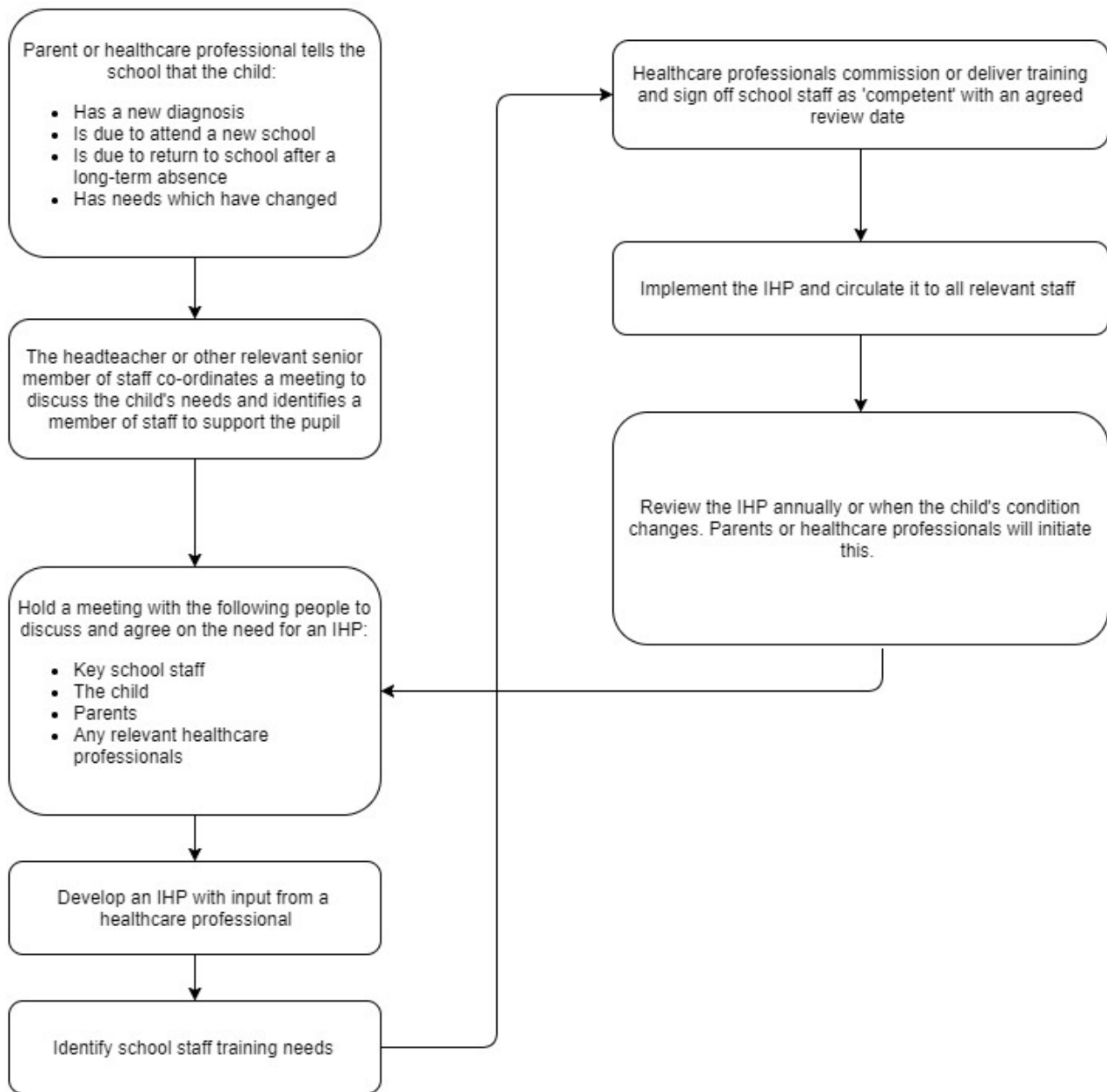
This policy will be reviewed and approved by the governing board annually.

14. Links to other policies

This policy links to the following policies:

1. Accessibility plan
2. Complaints
3. Equality information and objectives
4. First aid Risk Assessment
5. Health and safety
6. Safeguarding
7. Special educational needs information report and policy

Appendix 1: Being notified a child has a medical condition



Appendix 2 – Parent Agreement to administer medicine in a school setting



Name of Pupil	
Date of Birth	
Year group and Class	
Medical condition or illness	
Prescribed Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and Method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to be aware of?	
Self-administration – Yes/No?	
Procedures to take in an emergency	

- I confirm my child has taken this prescribed medicine before without ill effect
- I confirm that this is prescribed medicine does not interact with other medicine my child is taking and is not contraindicated with my child's medical condition

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

In the event of medicines needing to be transported to and from school on a daily basis, the parent is responsible for ensuring that both delivery and collection to school occurs. The school office is open at 8:30am and closes at 3:30pm

Non - Prescribed Medicine (Over the counter (OTC) Medicines	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and Method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to be aware of?	
Self-administration – Yes/No?	
Procedures to take in an emergency	

- I confirm my child has taken this over-the-counter medicine before without ill effect
- I confirm that this is over the counter medicine does not interact with other medicine my child us taking and is not contraindicated with my child’s medical condition

NB: Medicines must be in the original container

Emergency contact details (two are required)

Name		Name	
Telephone number		Telephone number	
Relationship to Pupil		Relationship to Pupil	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer the above medicine(s) in accordance with the school policy. I will inform the school immediately, in writing, if there are any change in dosage or frequency of the medicine, or if the medicine is stopped.

Name:

Relationship to Pupil:

Signature:

Date:

Appendix 4 – General Care Plan



Child's Name		Photo													
Year group and Class															
Date of Birth															
Child's address															
Medical diagnosis/condition															
Date															
Review date	<table border="1" style="width: 100%;"> <tr> <td>Year 1</td> <td></td> <td>Year 2</td> <td></td> </tr> <tr> <td>Year 3</td> <td></td> <td>Year 4</td> <td></td> </tr> <tr> <td>Year 5</td> <td></td> <td>Year 6</td> <td></td> </tr> </table>			Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
Year 1		Year 2													
Year 3		Year 4													
Year 5		Year 6													

Family Contact Information	
Parent/Carer 1:	
Phone No. (Work)	
Phone No. (Home)	
Mobile No.	
Relationship to child:	
Parent/Carer 2:	
Phone No. (Work)	
Phone No. (Home)	
Mobile No.	
Relationship to child:	

Clinic/Hospital Contact	
Name:	
Phone No.	

G.P	
Name:	
Phone No.	

Who is responsible for providing support for the school	
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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

Health plan agreed by:

Name	Date	Relationship	Signature

Form copied to:

	Class	Year1	Date