KINGS MEADOW PRIMARY SCHOOL

Supporting Pupils with Medical Conditions Policy

APPROVED BY GOVERNORS: 30.01.24
POLICY TO BE REVIEWED: Spring 2027 or sooner if required.

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CHAIR OF GOVERNORS	**Mr. David Walker**

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1. AIMS

This policy aims to ensure that:

- Pupils, staff and Parents/Carers 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)

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 Body

The Governing Body have the utmost responsibility to make arrangements to support pupils with medical conditions. The Governing Body 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 and Medical Leader

The Headteacher and/or Medical Leader will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there are 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 nurse
- Check all 'Parental Agreement for School/Setting to Administer Medication' forms when they are completed, and inform parents whether school will/can administer the medication.

The Medical Leader/Headteacher to check all medicines on delivery. The school will only accept 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
- ✓ Drawn up by the Parent/Carer in a syringe(s). It is the Parent/Carers responsibility to provide the syringe(s) and ensure that the syringe(s) contain the correct dosage. The syringes need to be given to school in a named clear bag, e.g. sandwich bag, or container.

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 give due consideration to 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/Carers

Parents/Carers will:

- Ensure that all appropriate school medical forms are completed at the School Office and checked/agreed by the Headteacher/Medical Lead
- Understand that agreeing to administer medication is at the school's discretion.
- Ensure that all prescribed medicines are:

- ✓ In-date
- ✓ Labelled
- ✓ Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- ✓ Drawn up by the Parent/Carer in a syringe(s). It is the Parent/Carers responsibility to provide the syringe(s) and ensure that the syringe(s) contain the correct dosage. The syringes need to be given to school in a named clear bag, e.g. sandwich bag, or container.

- 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

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 IHPs.

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.

Healthcare professionals, such as GPs and Paediatricians, will liaise with the School Nurse 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 Parent/Carers 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 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

6. INDIVIDUAL HEALTHCARE PLANS (ICP/IHCP)

The Headteacher/Medical Lead 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 IHP. It will be agreed with a healthcare professional and the Parent/Carer's when an IHP would be 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, Parent/Carer's 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 SEND support or Education, Health and Care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND need(s) 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 Body, Headteacher and Medical Lead/SENDCO, 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 Parent/Carers 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/Carer, 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 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 Parent/Carer's written consent

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

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

The school will only accept 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
- ✓ Drawn up by the Parent/Carer in a syringe(s). It is the Parent/Carer's responsibility to provide the syringe(s) and ensure that the syringe(s) contain the correct dosage. The syringes need to be given to school in a named clear bag, e.g. sandwich bag, or container.

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 Parent/Carer's to arrange for safe disposal when no longer required.

The school maintains a small amount of children's paracetamol (Calpol). If the Headteacher / Medical Leader feels that a dose of paracetamol may be sufficient to manage a minor medical ailment (e.g. period pain) to maintain a child in school, the parent will be asked to attend with medicine. If the parent cannot attend school to administer medicine, verbal permission may be sought from the parent for school to administer. If school administer paracetamol, the reason, dosage, time, etc. will be recorded on an 'accident slip' and will be given to the parent on departure.

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 controlled drugs are kept in a secure cupboard in the Year Group classroom that the child attends. Only named staff have access.

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 competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be overseen by a relevant member of staff. This will be discussed with Parent/Carer's and it will be reflected in their IHPs.

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 Parent/Carer's 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 Parent/Carer's
- 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, Headteacher or Medical Lead's Offices, 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
- Require Parent/Carer's, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No Parent/Carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring Parent/Carer's 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 or 112). 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/Carer 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 Body will ensure that written records are kept of all medicine administered to pupils. Parent/Carer's 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.

11. LIABILITY AND INDEMNITY

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

12. COMPLAINTS

Kings Meadow Primary School prides itself on the strong relationships developed with parents. We work closely together to ensure that a child's needs are met. However, if parents are dissatisfied with the support provided they should discuss their concerns directly with the school in the first instance.

13. MONITORING ARRANGEMENTS

This policy will be reviewed and approved by the Governing Body every 3 years or sooner if the Guidelines change.

14. LINKS TO OTHER POLICIES

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality and Diversity
- First Aid
- Health and Safety
- Safeguarding and Child Protection
- Special Educational Needs and Disabilities (SEND)

Kings Meadow Primary School and Nursery

Parental agreement for school/setting to administer medicine

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

Name of school/setting	Kings Meadow Primary School and Nursery
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	(name of member of staff)
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No (delete as appropriate)
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date _____ Signature(s)_____

Kings Meadow Primary School and Nursery

Record of medicine administered to an individual child

Name of School/Setting	Kings Meadow Primary School and Nursery
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff Signature _____

Signature of Parent _____

Record of Administration

Date	Time Given	Dose Given	Name of Staff Member	Staff Signature	Comments

Kings Meadow Primary School and Nursery

Request for child to carry his/her own medicine

This form must be completed by parents/carers

If staff have any concerns discuss this request with healthcare professionals

Name of School/Setting	Kings Meadow Primary School and Nursery
Child's name	
Group/class/form	
Address	
Name of medicine	
Procedures to be taken in an emergency	

Contact Information

Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.

Kings Meadow Primary School and Nursery

Permission for Intimate Care

Name of child:……D.O.B…….....

Please tick

( ) In the case of my child requiring intimate care, I give my permission for school staff to assist in cleaning my child.

( ) In the case of my child requiring intimate care, I do not give my permission for school staff to assist in cleaning my child and request that the school contact myself or other named contacts that can be found on the admission form.

Signed: ……

Relationship to child:……...Date:……

INDIVIDUAL HEALTHCARE PLAN (IHP/IHCP) FLOWCHART

