



# Supporting Pupils with Medical Conditions Policy

## 2023-24

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## Policy statement

Ottery St Mary Primary School wishes to ensure that students 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 April 2014 – "Supporting students at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities.

This school is an inclusive community that aims to support and welcome students with medical conditions.

This school aims to provide all students with all medical conditions the same opportunities as others at school.

### We will help to ensure they can:

be healthy  
enjoy and achieve  
achieve economic well-being.

stay safe  
make a positive contribution

- The school ensures all staff are aware of their duty of care to children and young people in the event of an emergency and know what to do in an emergency.
- All staff understand the common medical conditions that affect children at this school.
- Staff receive training on the impact medical conditions can have on students.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.

## Policy framework

### These points provide the essential framework of the school's medical conditions policy.

1. This school is an inclusive community that aims to support and welcome students with medical conditions.
2. This school's medical conditions policy is drawn up in consultation with a range of local key stakeholders within both the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
4. Staff understand what to do in an emergency for the most common serious medical conditions at this school.
5. All staff understand and are trained in the school's general emergency procedures.
6. This school has clear guidance on the administration of medication at school.
7. This school has clear guidance on the storage of medication at school.
8. This school has clear guidance about record keeping.
9. This school aims for the whole school environment to be inclusive and favourable to students with medical conditions – within reasonable adjustment. This includes the physical environment, as well as social, sporting and educational activities.
10. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is working towards reducing or eliminating these health and safety risks.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. This policy is regularly reviewed, evaluated and updated. Updates are produced every year.

## Policy Aim

1. This school is an inclusive community that aims to support and welcome students with medical conditions because:

- a. This school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future.
- b. This school aims to provide all children with all medical conditions the same opportunities as others at school.
- c. Students with medical conditions are encouraged to take control of their condition. We aim for students to feel confident in the support they receive from the school to help them do this.
- d. This school aims to include all students with medical conditions in all school activities.
- e. Parents/carers of students with medical conditions feel secure in the care their children receive at this school.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- h. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students.
- i. The medical conditions policy is understood and supported by the whole school and local health community.

2. **This school's medical conditions policy has been drawn up in consultation with a range of local key stakeholders within both the school and health settings**

a. This school has consulted on the development of this medical condition policy with a range of key stakeholders within both the school and health settings. These key stakeholders include:

students with medical conditions

school nurse

special educational needs coordinator

members of staff trained in first aid

local healthcare staff

head teacher

pastoral care team

school governors.

b. All key stakeholders were consulted during development of the policy and as comments on a draft policy

c. This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

## 1. Key roles and responsibilities

### 1.1. The Local Authority (LA) is responsible for:

- i. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- ii. Providing support, advice and guidance to schools and their staff.
- iii. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- iv. Making available suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

### 1.2 The Governing Body is responsible for:

- i. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Ottery St Mary Primary School.
- ii. Ensuring that the Supporting Students 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.
- iii. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- iv. Ensuring that all students with medical conditions wherever possible are able to participate fully in all aspects of school life.
- v. Ensuring that relevant training provided is delivered to staff members with a responsibility to support children with medical conditions.
- vi. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- vii. Keeping written records of any and all medicines administered to individual students and across the school population
- viii. Ensuring the level of insurance in place reflects the level of risk.

### 1.3 The Headteacher is responsible for:

- i. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Ottery St Mary Primary School.
- ii. Ensuring the policy is developed effectively with partner agencies.
- iii. Making staff aware of this policy.
- iv. Liaising with healthcare professionals regarding the training required for staff.
- v. Making staff that need to know aware of a child's medical condition.
- vi. Developing Individual Healthcare Plans (IHCPs).
- vii. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. A list of staff is included in appendix 2a
- viii. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- ix. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- x. Contacting the school nursing service in the case of any child who has a medical condition.

## 1.4 Staff members are responsible for:

- I. Taking appropriate steps to support children with medical conditions.
- II. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- III. Administering medication to support the medical needs of individual pupils if they have received relevant training for the role.
- IV. Undertaking training to achieve the necessary competency for supporting students with medical conditions.
- V. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- VI. Trained staff are responsible for overseeing the administering of injections.

## 1.5 School nurses are responsible for:

- I. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- II. Liaising locally with lead clinicians on appropriate support.

## 1.6 Parents and carers are responsible for:

- I. Keeping the school informed about any changes to their child/children's health.
- II. Completing a parental agreement for school to administer medicine form before bringing medication into school. Appendix 3
- III. Providing the school with the medication their child requires and keeping it up to date.
- IV. Collecting any leftover medicine at the end of the course or year.
- V. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- VI. Where necessary, developing an Individual Healthcare Plan (IHCP) –Appendix 2 - for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

## 2 Definitions

- i. **“Medication” is defined as any prescribed or over the counter medicine**
- ii. **“Prescription medication” is defined as any drug or device prescribed by a doctor.**
- iii. **A “staff member” is defined as any member of staff employed at Ottery St Mary Primary School, including teachers.**

## 3 Training of staff

- I. Staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- II. Staff will receive regular and ongoing training as part of their development. This may be at any time during the academic year.
- III. Staff with responsibilities for delivering medical care under this policy will receive the following training externally:

Use of epipen for anaphylaxis  
Managing diabetes training  
Other specific training as required

Managing asthma training  
Managing epilepsy  
Producing an IHCP

- IV. The clinical lead for this training is the School Nurse
- V. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- VI. No staff member may administer drugs by injection unless they have received training in this responsibility
- VII. The Headteacher will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## 4 The role of the child

- I. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- II. All medication, with the exception of asthma inhalers, is stored in the office, from where it is administered by trained staff. Asthma inhalers are stored in the classroom, and all relevant staff are made aware of their location.
- III. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- IV. Medication stored in the office is administered by trained staff, with the exception of creams/lotions to be applied topically. Children are encouraged to apply these themselves, under supervision by trained staff members.

## 5 Individual Healthcare Plans (IHCPs)

- I. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- II. IHCPs will be easily accessible whilst preserving confidentiality.
- III. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- IV. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- V. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate and an adequate risk assessment is carried out.

## 6 Medicines

- I. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- II. 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 for a school to administer medicine form.
- III. No child will be given any prescription or non-prescription medicines without written parental consent. In the event where written consent has not been provided, and medicine is required to be given, then verbal consent must be obtained prior to medicine being administered. In this case, parents will be contacted by telephone, and an authorisation form sent home with the child that night, to be returned to school the following day.
- IV. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- V. No child will be given medication containing aspirin without a doctor's prescription.

- VI. 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.
- VII. A maximum of four weeks supply of the medication may be provided to the school at one time, with the exception of ad-hoc medication for ongoing conditions, e.g. Calpol for sudden spike in temperature indicating seizures.
- VIII. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence.
- IX. Medications will be stored in the School Office.
- X. Any medications left over at the end of the course will, if possible, be returned to the child's parents.
- XI. Written records will be kept of any medication administered to children. WE USE A DIFFERENT FORM
- XII. Students will never be prevented from accessing their medication.
- XIII. The School cannot be held responsible for side effects that occur when medication is taken correctly.
- XIV. Parents/carers will be informed of any and all medicines administered to their child. Any paracetamol administered will be recorded for parents to see by a sticker in the students' planner

## 7 Emergencies

- I. Medical emergencies will be dealt with under the school's emergency procedures.
- II. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- I. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- II. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive or the emergency services attend. Staff should not take children to hospital in their own car.

## 8 Avoiding unacceptable practice

Ottery Primary School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Preventing a student from accessing their medicine
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## 9 Insurance

- I. Staff who undertake responsibilities within this policy are covered by the school's insurance.
- II. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the school office.



## 10 Complaints

The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Headteacher
- Stage 3 – Complaint Heard by Governing Body's Complaints Appeal Panel (CAP)

## Appendix 1 - Individual healthcare plan implementation procedure

1	Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
2	School staff co-ordinate meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.
3	Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.
4	Develop IHCP in partnership with healthcare professionals and agree on who leads.
5	School staff training needs identified.
6	Training delivered to staff - review date agreed.
7	IHCP implemented and circulated to relevant staff.
8	IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

**Appendix 2 - Individual healthcare plan template**  
**Individual Health Care Plan**

<b>Child's Name</b>		PHOTO HERE
<b>Class</b>		
<b>DOB</b>		
<b>Address</b>		
<b>Medical diagnosis / Condition</b>		
<b>Date</b>		
<b>Review date</b>		

**Family contact information**

<b>1. Name</b>	
<b>Relationship to child</b>	
<b>Phone (work)</b>	
<b>Phone (home)</b>	
<b>Phone (mobile)</b>	
<b>2. Name</b>	
<b>Relationship to child</b>	
<b>Phone (work)</b>	
<b>Phone (home)</b>	
<b>Phone (mobile)</b>	

**Clinic / Hospital contact**

<b>Name</b>	
<b>Phone</b>	

**GP**

<b>Name</b>	
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Phone	
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**Person responsible for providing support in school**

Name	
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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 pupil's educational, social and emotional needs:**

--

**Arrangements for school trips**

--

**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 offsite activities*)**

**Plan developed with**

**Staff training needed / undertaken (who/what/when)**

## Appendix 2a – Staff who may be asked to lead on the creation of a IHCP:

Pam Roberts	SENCO
Katie McLelland	Pastoral Support Manager
Mark Gilronan	Headteacher
School Nurse service	

### Appendix 3 - Parental agreement for a school to administer medicine template

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

#### Ottery St Mary Primary School medicine administering form

Date for review to be initiated by

Name of child

Date of birth

Group/class/form

Medical condition or illness

#### 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/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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

#### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

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

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

Date\_\_\_\_\_

## Appendix 4 - Record of medicine administered to an individual child template

### Ottery St Mary Primary School record of medicine administered to an individual child

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 \_\_\_\_\_











**Ottery St Mary Primary School**

**Appendix 6 - Staff training record – administration of medicines**

I confirm that add 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 by add 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 \_\_\_\_\_

## Appendix 7 - Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number - **01404 812977**
- Your name.
- Your location as follows: **Ottery St Mary Primary School, Longdogs Lane, Devon EX11 1HY.**
- The satnav postcode (if different from the postal code.)
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear ,

RE: 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 students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure 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 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 health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

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

Yours sincerely,

Mark Gilronan

Headteacher