



# THE CORBET SCHOOL

## Supporting Pupils With Medical Conditions Policy

### Associated Policies:

SEND policy  
SEND Information report

Review Period:- Annual

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Next Review Due:- February 2018

Policy Manager:- RVS

Approval Authority:- Pupil Welfare  
(GB Approval)



THE **CORBET** SCHOOL

# Supporting Pupils with Medical Conditions Policy

## Contents:

### Statement of intent

1. Key roles and responsibilities
  2. Definitions
  3. Training of staff
  4. The role of the child
  5. Individual Healthcare Plans (IHCPs)
  6. Medicines
  7. Emergencies
  8. Avoiding unacceptable practice
  9. Insurance
  10. Complaints
  11. Appendices
    1. Individual healthcare plan implementation procedure
    2. Individual healthcare plan template
    3. Parental agreement for a school to administer medicine template
    4. Record of medicine administered to an individual child template
    5. Record of medicine administered to all children
    6. Staff training record – administration of medicines
    7. Contacting emergency services
    8. Model letter inviting parents to contribute to individual healthcare plan development
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## Statement of intent:

The Corbet School wishes to ensure that pupils 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 pupils at school with medical conditions".

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

At The Corbet School, we aim to:

- Ensure that all pupils are fully included and have a highly successful experience at school, regardless of any special needs and/ or any medical conditions

# 1. Key roles and responsibilities

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

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

## 1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of The Corbet School.
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are given the opportunity to participate fully in all aspects of school life where able to do so.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Ensuring written records are kept by school of any and all medicines administered to individual pupils and across the school population. (Appendix 4)
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

## 1.3. The Headteacher is responsible for:

- 1.3.1. The implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of The Corbet School. Ensuring the policy is developed effectively with partner agencies.
- 1.3.2. Ensuring staff are aware of this policy.
- 1.3.3. Utilising healthcare professionals regarding the training required for staff.
- 1.3.4. Ensuring staff who need to know are aware of a child's medical condition.
- 1.3.5. Ensuring Individual Healthcare Plans (IHCPs) are developed where necessary.

- 1.3.6. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.7. Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- 1.3.8. Contacting the school nursing service where appropriate, in the case of any child who has a medical condition.

**1.4. Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.6. No member of staff is responsible for administering injections in this school, with the exception of epi-pens.

**1.5. School nurses are responsible for:**

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

**1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the nominated school staff members and healthcare professionals.

## 2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

- 2.3. A “staff member” is defined as any member of staff employed at the Corbet School, including teachers.

### 3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and on-going training as part of their development.
- 3.3. The clinical lead for this is the appropriate training provider
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.6. The school business manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

### 4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member.

### 5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, relevant members of staff and medical professionals. (Appendix 1)
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality. (Appendix 2)
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. 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.
- 5.5. 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.

## 6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. If this is not possible, the parents/carers of the child must complete and sign a parental agreement form for school to hold and issue medicines.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. (Appendix 3).
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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.
- 6.7. Normally, a maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.8. 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 which will be dealt with under our Drug and Alcohol Policy.
- 6.9. Medications will be stored in a locked cupboard in the school office.
- 6.10. Any medications left over at the end of the course will be returned to the child's parents or taken to the local GP surgery for disposal if parent contact is unsuccessful.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Pupils will never be prevented from accessing their medication.
- 6.13. The Corbet School cannot be held responsible for side effects that occur when medication is taken correctly.

## 7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. (Appendix 5).

## 8. Avoiding unacceptable practice

8.1. The Corbet school understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## 9. Insurance

9.1. All staff members who undertake responsibilities within this policy are covered by the school's insurance.

9.2. This is in the form of a public liability insurance

9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Business Manager.

## 10. Complaints

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

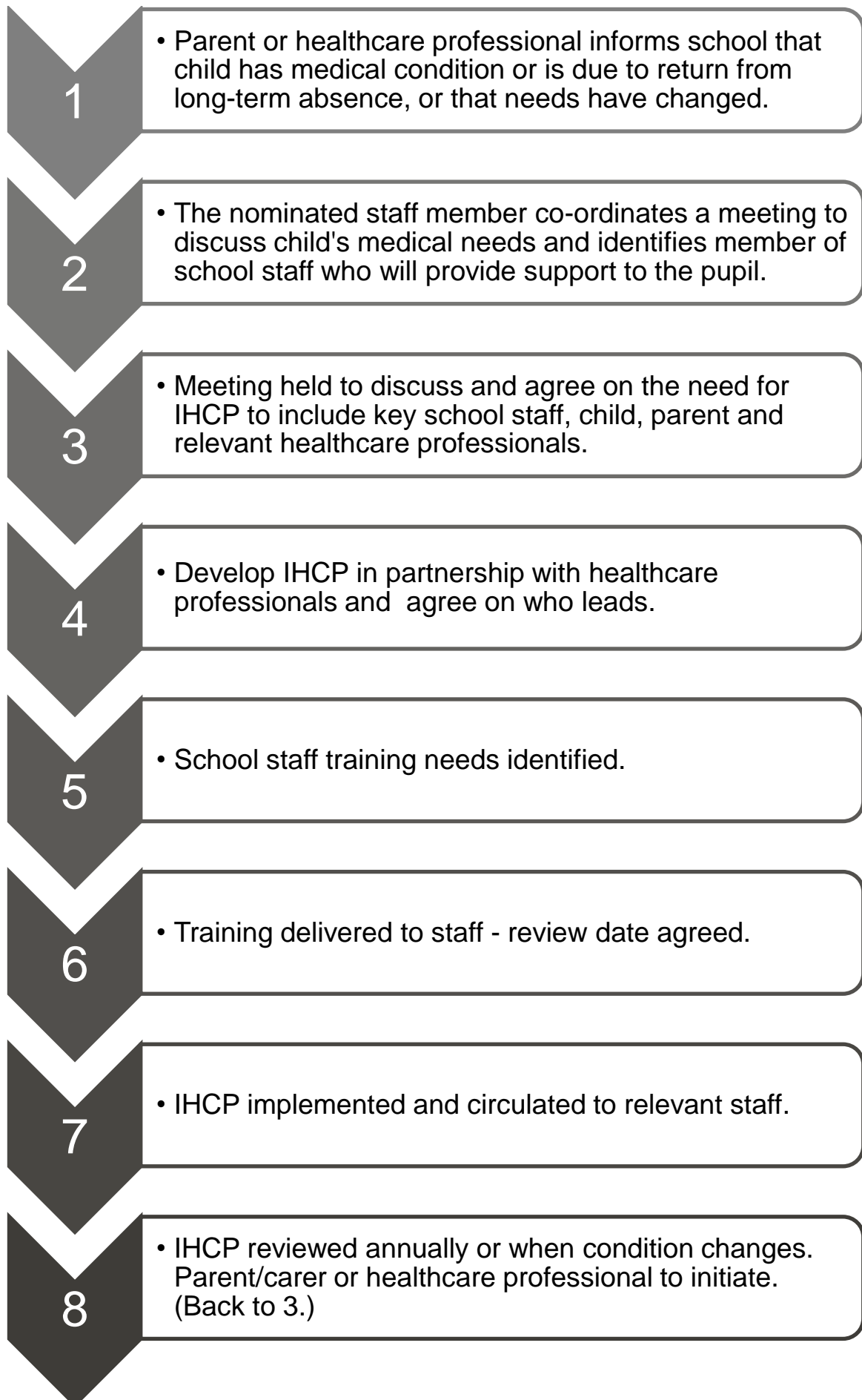
10.1.1. Stage 1 - Complaint Heard by Staff Member

10.1.2. Stage 2 - Complaint Heard by Headteacher

10.1.3. Stage 3 – Complaint Heard by the Governing Body's Complaints committee.



## Appendix 1 - Individual healthcare plan implementation procedure (draft)



### The Corbet School Individual Health Care Plan

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	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

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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

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



# THE CORBET SCHOOL

## PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

Your son/daughter may need to take some form of medication on a long-term basis or for a short period of time covering a particular condition.

The Corbet School will not give your child medicine unless you complete and sign this form. Please return this form and return to the school office with the medication.

Please note that for general Health & Safety reasons other than Asthmatic Inhalers and in other agreed exceptional circumstances all medication must be supplied to the school office for safe keeping.

Date: \_\_\_\_\_

Pupils Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Medical condition / Illness \_\_\_\_\_

### Medicine

Name of Medicine (as described on the container): \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Dosage: \_\_\_\_\_

When to be given: \_\_\_\_\_

Any other instructions: \_\_\_\_\_

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

**Note: Medicines MUST be in the original container/packaging as dispensed by the Pharmacy.**

Daytime number of Parent contact: \_\_\_\_\_

Name and phone number of GP: \_\_\_\_\_

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 medication. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication.

Parent's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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



## Appendix 5 - 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 – **01939 260296**
- Your name.
- Your location as follows: The Corbet School  
Eyton Lane, Baschurch, Shrewsbury **SY4 2AX**
- The satnav postcode (if different from the postal code.) same
- 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 (draft)

Dear Parent,

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 pupils 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, pupils, 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,

Headteacher