



Supporting students with medical conditions

Last Reviewed	November 2020
Next Review Date	November 2021
Ratified by the Trustee Board	November 2020

HORSFORTH SCHOOL

Supporting students with medical conditions

1 Aims

The aim of this policy is to ensure students with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential. Students with medical conditions are effectively supported in consultation with health and social care professionals, their parents/carers and the students themselves.

2 Context

Horsforth School operates within guidance and procedures set out by the Department for Education.

3 Evaluation

This policy will be evaluated annually by the Trustee Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

5 Authors

This policy has been updated by Katie McFadden in November 2020.

6 Appendix

Procedures to support this policy are appended as follows:

Appendix 1: Procedures

Appendix 2: Individual Healthcare Plan

Appendix 3: Parental Agreement for School to Administer Medicine

Appendix 4: Record of Medicine Administered to all Students

Appendix 5: Contacting Emergency Services

Appendix I: Procedures for Supporting students with medical conditions

It is the responsibility of the Headteacher to ensure that whenever the school is notified of a student with a medical condition that:

- Colleagues are suitably trained;
- All relevant colleagues are made aware of the student's condition;
- Cover arrangements in case of colleague absence is always available;
- Supply staff are briefed where appropriate;
- Risk assessments for trips and visits outside of the normal timetable are carried out;
- Individual healthcare plans (IHP's) are monitored by the appropriate individuals;
- Transitional arrangements between schools are carried out where applicable;
- If a student's needs change the above measures are adjusted accordingly.

Where students are joining Horsforth School at the start of the academic year these arrangements will be in place. Where students join mid-year or a new diagnosis is given, arrangements should be in place as soon as possible.

Any student with a medical condition requiring medication or support should have an individual health care plan which details the support the student needs.

Individual Healthcare Plans (IHP)

The following should be considered when writing an Individual Healthcare Plan (IHP):

- The medical condition, its triggers, signs, symptoms and treatments;
- The student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues;
- Specific support for the student's educational, social and emotional needs;
- The level of support needed including in emergencies;
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements;
- Who in school needs to be aware of the student'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 (where appropriate);
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate;
- Confidentiality;
- What to do if a child refuses to take medicine or carry out a necessary procedure;
- What to do in an emergency, who to contact and contingency arrangements;
- Plans are reviewed annually or earlier if evidence is presented that the students' needs have changed;

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The School will work collaboratively with any relevant person or agency to provide effective support for the student.

The Trustee Board:

- Must ensure that arrangements have been made to support students with medical conditions and ensure this policy is developed and implemented;
- Must ensure sufficient colleagues receive suitable training and are competent to support students with medical conditions;
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Headteacher:

- Should ensure all colleagues are aware of this policy and understand their role in its implementation.
- Should ensure all colleagues who need to know are informed of a student's condition;
- Should ensure sufficient colleagues are trained to implement the policy and deliver IHPs, including in an emergency and contingency situations, and they are appropriately insured;
- Is responsible for the development of IHPs;
- Should contact a first aider in the case of any student with a medical condition who has not been brought to the attention of the School Staff.

Colleagues:

- May be asked to provide support to student's with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting student's with medical conditions;
- Any colleague should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

First aiders:

- Are responsible for notifying the school when a student has been identified as having a medical condition which will require support in school;
- May support colleagues in implementing a child's IHP and provide advice and liaise with other healthcare professionals;
- May provide advice on developing IHPs.

Specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Students:

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with their IHP

Parents/Carers:

- Must provide the School with sufficient and up-to-date information about their son/daughter's medical needs;
- Are the key partners and should be involved in the development and review of their son/daughter's IHP;
- Should carry out any action they have agreed to as part of the IHP.

The School does not have to accept a student identified as having a medical condition at times when it would be detrimental to the health of that student or others to do so.

The following practice is considered not acceptable:

- Preventing student's from easily accessing their medication and administering it when and where necessary;
- Assuming student's with the same condition require the same treatment;
- Ignoring the views of the student, their parent/carer; ignoring medical advice or opinion;
- Sending student's with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP);
- Penalising students for their attendance record if their absences are related to their medical condition that is recognised under this policy Supporting Pupils with Medical Conditions;
- Preventing student's from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- To require parents/carers to attend school to administer medication or provide medical support to their son/daughter, including toileting issues (no parent/carer should have to give up working because the School is failing to support their son/daughter's medical needs);
- Preventing student's from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips (such as requiring parents to accompany the student);

Managing Medicines on School Premises

Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so. No student under the age of 16 will be given prescription or non-prescription medicines without written consent from the parent/carer. A student will not be given aspirin unless this has been prescribed by a doctor. Medication should never be administered without first checking the maximum dosages and when the previous dose was taken. Parents will be informed.

School will only accept prescribed medicines if they are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. **The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.**

All medicines will be stored safely. Students will know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to students and not locked away.

A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. Horsforth School will keep controlled drugs that have been prescribed for a student securely in a non-portable container and only named colleagues will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.

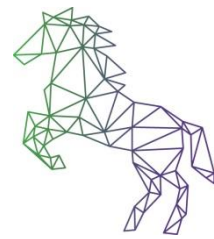
Colleagues may administer a controlled drug to a student for whom it has been prescribed if the parent has signed the Parental Agreement for School to Administer Medicine. Colleagues administering medicines should do so in accordance with the prescriber's instructions. Horsforth

School will keep a record of all medicines administered to individual students, 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 in school.

Complaints

Should parents/carers or student's be dissatisfied with the support provided they should discuss their concerns directly with the School. If this does not resolve the issue, they may make a formal complaint via the School's complaints procedure.

Horsforth School Individual Healthcare Plan



Name of school/setting	
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

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*)

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

Update SIMS Quick Note



Parental Agreement for School to Administer Medicine

Horsforth School will not give your child medicine unless you complete and sign this form

Name of child

--

Date of birth

--

Form

--

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 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

[agreed member of staff]

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 _____

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.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient