

**St Lawrence C of E (Aided) Junior School**  
**Supporting Pupils with Medical Conditions Policy**

This policy should be read in conjunction with the Asthma policy and, if applicable, the SEN policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

### **Aims**

To ensure pupils at school with medical conditions, both physical and mental health, are properly cared for and supported so they can play a full and active role in school life and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

To ensure that all staff and parents have a clear and consistent understanding concerning the administration of medicines and their roles and responsibilities.

### **Procedure**

Whenever the school is notified that a pupil has a medical condition, it will be recorded in the office and we ensure:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence are made
- supply teachers are briefed
- risk assessments for trips and activities outside of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out

Any pupil with a medical condition requiring in-school support should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition will be kept in the medical room and the child's individual record.

## **Individual Healthcare Plans (IHPs)**

The following information should be considered when writing an IHP:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, facilities, equipment, testing, dietary requirements and environmental issues.
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, confirmation of their proficiency and cover arrangements
- arrangements for written permission from parents for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures for school trips or other activities outside the normal school timetable that will ensure the child 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
- any special educational needs

## **Roles and Responsibilities**

The school will work collaboratively to provide effective support for a child with a medical condition.

The Governing body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented

The Headteacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure that sufficient numbers of staff receive suitable training and are competent, including in emergency situations, and are appropriately insured – all staff agreeing to administer medicines are fully indemnified by Surrey County Council. All staff receive first aid training and some staff are trained in the use of epipens and inhalers.
- should ensure that effective communication occurs between the school and home if a child becomes unwell or is injured at school

School Staff

- any staff member may be asked to provide support to pupils 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 competence before taking on the responsibility of supporting children with medical conditions

- all staff members should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- asthma medication will be kept in the classroom. Allergy medication will be kept in the school office. All medication to be kept out of the reach of children
- are not medical professionals and are expected to follow procedures and use their best endeavours
- supply teachers are informed of childrens' medical conditions via information in the staffroom. Photographs of children with allergies are kept on the staff room notice board, pupil files and class registers
- office staff will conduct a termly check of medicines kept in school and notify parents/carers when these have reached their expiry date.

#### Other Healthcare Professionals

- should notify the school when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing IHP's

#### Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP
- should be encouraged to be independent regarding medical issues e.g. applying their own cream, using an inhaler etc.

#### Parents

- during school time, under no circumstances should any parent administer medicine to any child, including their own, without first informing school staff.
- must provide the school with sufficient and up-to-date information about their child's medical needs
- are key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation
- are responsible for the disposal of date expired medicines (not the school)
- must ensure any prescribed medicine is in its original container which is clearly labelled with the child's name, dosage, instructions, date of dispensing, cautionary advice and expiry date. All medicines are kept securely in the office and must be handed to the office for the start of the day directly by the parent /carer, rather than sent via the book bag or child.
- no pupil can be given medication without written consent from the parent or guardian
- antibiotics should not need to be taken in school where only three doses may be required as the parents can administer these before school, immediately after school and at bedtime. Should four doses need to be taken (where specified by a doctor) then school staff will administer one during the school day
- are asked to keep children off school for a period of 48 hours after the last episode of vomiting or diarrhoea.
- it is the parents' responsibility to ensure in-date medicines are provided

## Notes

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

The following are considered not acceptable:

- preventing children from easily accessing their medication when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child or their parents; ignoring medical advice or opinion
- frequently sending children with medical conditions home, unless specified in IHP
- penalising children for their attendance record if their absences are related to their medical condition which is recognised under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues. No parent should have to give up work because the school is failing to support their child's medical needs.
- preventing children from participating in any aspect of school life, including school trips (such as requiring parents to accompany the child). Or create unnecessary barriers to their participation.

Reviewed: January 2018

Next Review Date: January 2021