



# SUPPORTING PUPILS WITH MEDICAL CONDITIONS

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## Statement of intent

Tanfield 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 Tanfield School we aim to:

- Ensure that all children with medical conditions, in terms of physical and mental health, are fully supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 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.

### 1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Tanfield 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 able to participate fully in all aspects of school life.
- 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. Keeping written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).

### 1.3. The Headteacher is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Tanfield School
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.

- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making all staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. Contacting the school nursing service in the case of any child who has a medical management plan in place in school.

**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, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 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. Firstaiders are responsible for administering epipens.

**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 Headteacher, other staff members and healthcare professionals.

## 2. Definitions

- 2.1. "Medication" is defined as any prescribed 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 Tanfield 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 ongoing training as part of their development.
- 3.3. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 3.4. No staff member may administer drugs by injection unless they have received training in this responsibility

## 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 the school office or a lockable fridge.
- 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.

## 5. Individual Healthcare Plans (IHCPs)

- 5.1. 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.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 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, 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.
- 6.3. No child will be given any prescription medicines without written parental consent.
- 6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.5. 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.
- 6.6. A maximum of **four weeks** supply of the medication may be provided to the school at one time.
- 6.7. 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.
- 6.8. Medications will be stored securely in the locked metal cupboard in the main office or in the locked fridge in the science prep room.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents.

- 6.10. Written records will be kept of any medication administered to children.
- 6.11. Pupils will never be prevented from accessing their medication.
- 6.12. Tanfield 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.

## 8. Avoiding unacceptable practice

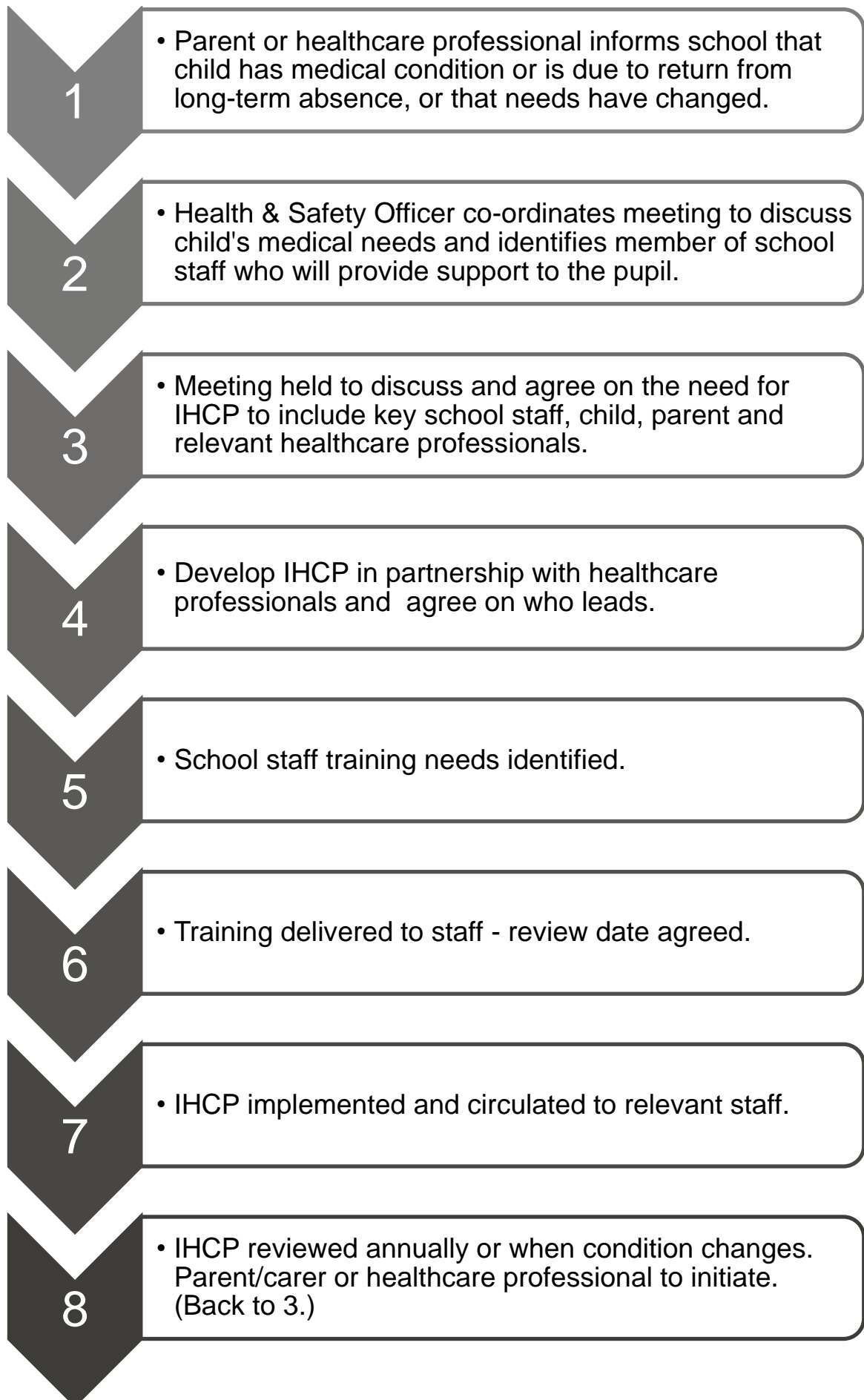
- 8.1. Tanfield School understands that the following behaviour is unacceptable:
  - Assuming that pupils with the same condition require the same treatment.
  - Ignoring the views of the pupil and/or their parents.
  - Ignoring medical evidence or opinion.
  - Sending pupils home frequently or preventing them from taking part in activities at school
  - Sending the pupil to the medical room or school office alone if they become ill.
  - Penalising pupils 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 pupils to eat, drink or use the toilet when they need to in order to manage their condition.

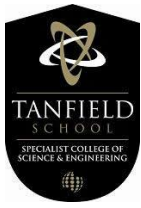
## 9. Complaints

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



## Appendix 1 - Individual healthcare plan implementation procedure





# Tanfield School Individual Healthcare Plan

**Pupil name:**

**Address:**

**Date of Birth:**

**Form Class:**

**Medical Condition:** To include triggers, signs, symptoms & treatments

Name of condition:

Triggers:

Signs:

Symptoms:

Treatment:

**Date plan drawn up:**

**Review date (annually):**

## CONTACT INFORMATION

### Family Contact 1

**Name:**

**Phone No**

(work):

(home):

(mobile):

**Relationship:**

### Family Contact 2

**Name:**

**Phone No:**

(work):

(home):

(mobile):

**Relationship:**

### GP

Name:

Address:

Phone No:

### Clinic/Hospital Contact

Name:

Phone No:

**Describe medical condition and give details of pupil's individual symptoms:**

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**Daily care requirements (e.g. before sport/at lunchtime):** Include medication (dose, side effects & storage, other treatments, time, facilities, equipment, testing ,access to food & drink used to manage their condition, dietary requirements & environmental issues; e.g. crowded corridors, travel time between lessons.

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**Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:** (Include who to contact & contingency arrangements)

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**Follow up care:**

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**Who is responsible in an emergency (State if different on off-site activities):**  
training needs, expectations of their role, cover arrangements for when they are  
unavailable.

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| <b>Signed</b>             | <b>Date</b> |
|---------------------------|-------------|
| Parent/Carer              |             |
| Pupil (where appropriate) |             |
| Headteacher               |             |
| SENCO                     |             |
| GP                        |             |

## 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.

### Tanfield School medicine administering form

Date for review to be initiated by

Name of child

Date of birth

Group/class/form

Medical condition or illness

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#### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Total amount received

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

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

#### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

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**I understand that I must deliver the medicine personally to a member of office staff.**

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

**Tanfield 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

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| Date | Time Given | Dose Given | Total Amount Left | Name of member of staff |
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Staff signature \_\_\_\_\_







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

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

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I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

Dear Parent/Carer

**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. 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 drop in afternoon has been organised between 1.00pm – 6.00pm (no appointment necessary), on (date to be confirmed) to start the process of developing your child's individual health care plan. You will have the opportunity to discuss your child's needs with Mrs Cessford (SENCO), Miss McManus (School Nurse Practitioner), Mrs McCabe (Health & Safety Officer) and Mrs Miller (School Business Manager). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend by completing the tear off slip below, indicating your approximate time of arrival, and returning to the school office.

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 before (insert date), together with any relevant evidence, for consideration at the drop in session.

If you have any questions, please don't hesitate to contact Mrs McCabe in school.

Yours sincerely,

G Lloyd  
Headteacher

✂- - - - -

Childs name - - - - - Tutor Group - - - - -

I will be attending the drop in session at approximately - - - - - pm. Yes/No

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I will be bringing along a specialist to the session Y/N

Parent/Carer signature - - - - - Date - - - - -