



NITERE PORRO

# Supporting Students with Medical Conditions Policy

Review Responsibility: SENDCo

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# Contents

<b>1. Aims</b>	<b>3</b>
<b>2. Legislation &amp; Equal Opportunities</b>	<b>3</b>
<b>3. Roles &amp; Responsibilities</b>	<b>3</b>
3.1 The Board of Trustees	3
3.2 The Headteacher/Leadership Group	3
3.3 The SENDCo	4
3.4 The Lead First Aider	4
3.5 Staff	4
3.6 Parents/Carers	4
3.7 Students	4
3.8 School Nurses & Other Healthcare Professionals	4
<b>4. Notification Procedure</b>	<b>4</b>
<b>5. Individual Healthcare Plans (IHPs)</b>	<b>5</b>
<b>6. Managing Medicines</b>	<b>5</b>
7.1 Controlled Drugs	6
7.2 Pupils Managing Their Own Needs	6
7.3 Unacceptable Practice	6
<b>7. Training</b>	<b>7</b>
<b>8. Emergency Procedures</b>	<b>7</b>
<b>9. Record Keeping</b>	<b>7</b>
<b>10. Day Trips, Residential Visits, and Sporting Activities</b>	<b>8</b>
<b>11. Other Issues for Consideration</b>	<b>8</b>
<b>12. Liability &amp; Indemnity</b>	<b>8</b>
<b>13. Complaints</b>	<b>8</b>
<b>14. Monitoring Arrangements</b>	<b>9</b>
<b>15. Links to Other Policies</b>	<b>9</b>
<b>Appendix 1 – Healthcare Plan Implementation Procedure</b>	<b>10</b>
<b>Appendix 2 - Individual Healthcare Plan Template</b>	<b>11</b>
<b>Appendix 3 - Parental Agreement for a School to Administer Medicine</b>	<b>15</b>
<b>Appendix 4 - Accident/Injury, Illness/Medication &amp; Emergency Procedure</b>	<b>16</b>
<b>Appendix 5 - Emergency Rota</b>	<b>19</b>

# 1. Aims

At Borden Grammar School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support students with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that students, staff and parents/carers understand how our school will support students with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to students with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

# 2. Legislation & Equal Opportunities

This policy is based on the statutory guidance on [supporting students with medical conditions at school](#) from the Department for Education (DfE). This policy also complies with our funding agreement and articles of association. The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any students. Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

# 3. Roles & Responsibilities

## 3.1 The Board of Trustees

The board of trustees has ultimate responsibility for making arrangements to support students with medical conditions.

The board of trustees will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition
- Monitor practice, and staff training, in regards to students with medical conditions, in line with this policy

The board of trustees delegates the day-to-day implementation of this policy to the Leadership Group and SENDCo.

## 3.2 The Headteacher/Leadership Group

The Headteacher/Leadership Group will:

- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about students' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that

involve provision for students with medical conditions

- Make sure that systems are in place for obtaining information about a child's medical needs

### **3.3 The SENDCo**

The SENDCo will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Obtaining information about a child's medical needs and that this information is kept up to date

### **3.4 The Lead First Aider**

The lead first aider will:

- Work alongside the SENDCo in implementing IHP's
- Ensure medication for any medical needs is organised, kept securely and liaise with parents/carers to keep in-date/refill as required

### **3.5 Staff**

Supporting students with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

### **3.6 Parents/Carers**

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### **3.7 Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.8 School Nurses & Other Healthcare Professionals**

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

## **4. Notification Procedure**

When the school is notified that a student has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school providing the information is given to the school with adequate time allowance.

We will:

- For new starters, send a form to all parents/carers of students after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a student has a new diagnosis and/or a student has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Organise for the consent form to be sent/given to parents/carers as applicable
- We ask that parents/carers proactively inform us by either contacting the school office, Head of Year or SENDCo if their child's medical needs change during the school year.

## 5. Individual Healthcare Plans (IHPs)

The SENDCo has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the SENDCo will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. Appendix 2 provides a basic template for the individual healthcare plan, and although this format may be varied to suit the specific needs of each student, they should all include the following information:

- The medical condition, its signs, symptoms and actions to take in an emergency;
- Description of medical needs including triggers, treatments, facilities, equipment or devices and environmental factors;
- Medication details, including dose, method/time of administration, side effects and information on whether the student is self-managing or not;
- Specific support for the students' educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- Details on whether the student has SEN and/or a disability.
- Procedures required for school trips, extra-curricular activities, classroom and on/off site adjustments;
- Contact information, including whom to contact, and contingency arrangements.

## 6. Managing Medicines

Prescription, and where applicable non-prescription, medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so and where the school has parents/carers' written consent, using the form in Appendix 3.

The person administering the medicine will keep a written log via 'Evolve - AccidentBook'. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist or from over the counter, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

### **7.1 Controlled Drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Where a pupil has been prescribed a controlled drug, parents/carers should sign the medication form and the office will store the medication in a locked cabinet. All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **7.2 Pupils Managing Their Own Needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures other than storage. This will be discussed with parents/carers and it will be reflected in their IHPs. All medications must be stored securely under staff supervision with a signed consent form, students will be allowed to take the medication themselves once dosage has been confirmed. Where a pupil needs to have a supporting device, this can be kept on their person eg. insulin pump.

IHPs will include procedures for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

### **7.3 Unacceptable Practice**

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give

up working because the school is failing to support their child's medical needs

- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer medicine in school toilets

## 7. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with SENDCo. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive any necessary training so that they are aware of this policy and understand their role in implementing it. This will be provided for new staff during their induction where required.

## 8. Emergency Procedures

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Staff will follow the school's normal emergency procedures, as detailed in Appendix 4 (for example, calling 999).

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance following the school Emergency Rota (Appendix 5). Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

## 9. Record Keeping

The board of trustees has delegated responsibility to the Leadership Group and SENDCo who will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has had a head injury whilst at school and where applicable, been unwell. Not all illness will be reported to home, only where it is deemed necessary for a parent/carer to collect, the need to monitor the child or to arrange further medical intervention out of school hours.

IHPs are kept in a readily-accessible place that all staff are aware of.

We will:

- Enter each pupil's medicine need in the school's system
- Update our records when parents/carers of pupils inform us of changes to their child's needs

- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about pupils' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

## **10. Day Trips, Residential Visits, and Sporting Activities**

We will actively support students with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

## **11. Other Issues for Consideration**

Where a student uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the student's individual healthcare plan with the local authority.

Borden Grammar School has defibrillators in the medical room corridor by the school office (opposite the staff kitchen), within the library (on the wall to the right of the library main entrance next to the librarians' desk), in the lower level of S-Block by the lift and in the lower level of the V-Block by the main entrance, which all staff trained in first aid are able to use.

When a student is at risk of anaphylaxis (triggered by foods, insect stings, medications or latex) they are advised to keep their medications with them at all times and recommended for a spare one to be held in the medicine storage. Borden Grammar School does not place any restrictions on foods that are brought into school, so as to avoid an 'artificial environment' (Allergy UK). Instead, a whole school awareness is encouraged; the importance of avoiding triggers, knowledge of signs and symptoms and procedures for dealing with allergic reactions.

## **12. Liability & Indemnity**

The board of trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

School staff who undertake responsibilities within this policy are covered by the school's insurance. Full written insurance policies 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 Business Manager.

## **13. Complaints**

Should parents\carers be unhappy with any aspect of their child's care at Borden Grammar School, they must discuss their concerns with the school. This will be with the child's form tutor/head of year in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership team, who will assist in resolving the issue and where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the school's Complaints Procedure.

## **14. Monitoring Arrangements**

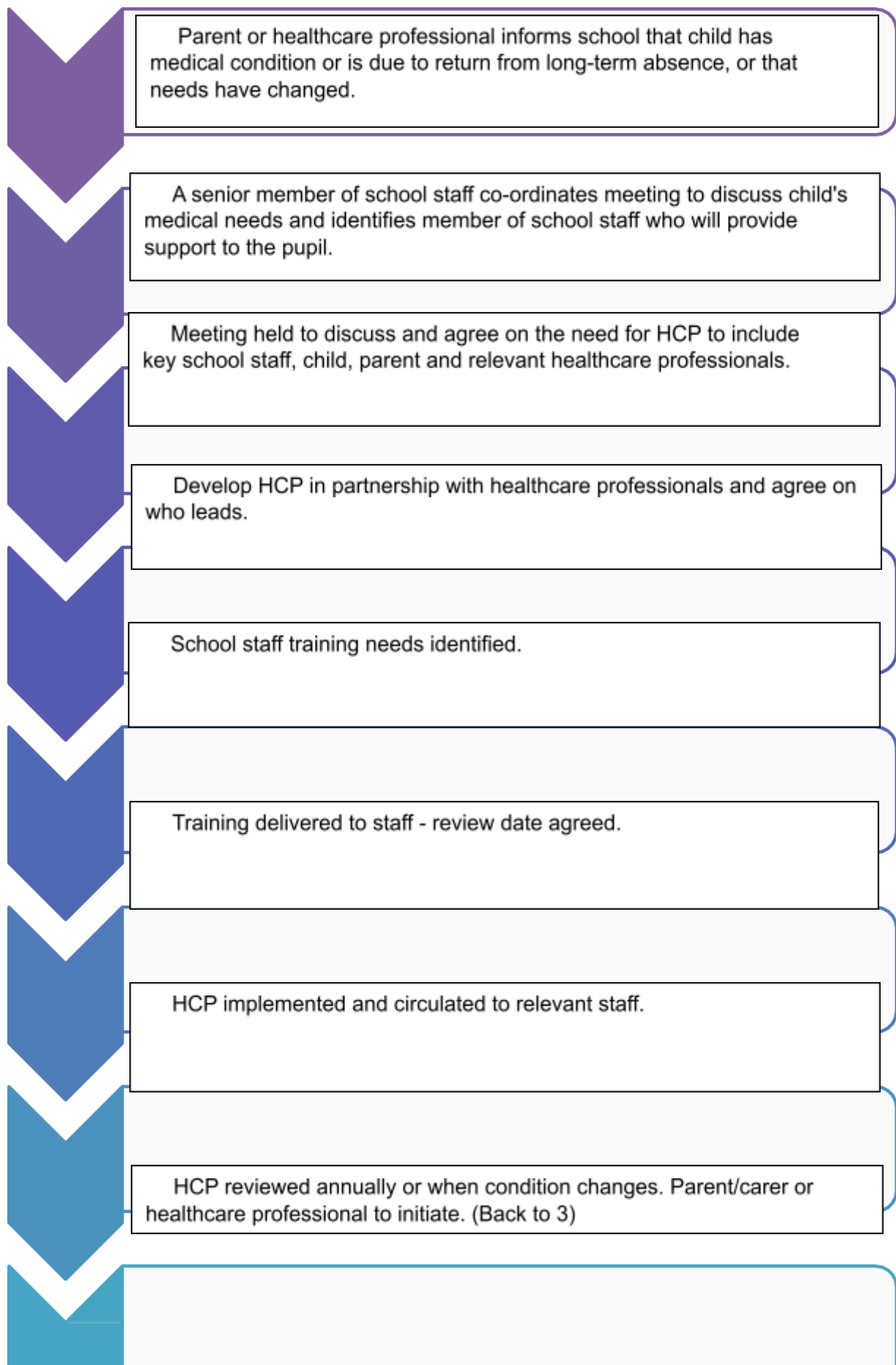
This policy will be monitored by the SENDCo. It will be reviewed and approved by the board of trustees every 1 year.

## **15. Links to Other Policies**

This policy links to the following policies:

- Accessibility Plan
- Accident/Injury, Illness/Medication & Emergency Procedures
- Complaints Procedure
- Equality Objectives & Policy
- Emergency Rota
- First Aid & Sharps Policy
- Health & Safety Policy
- Safeguarding & Child Protection Policy
- Special Educational Needs Information Report

## Appendix 1 – Healthcare Plan Implementation Procedure



## Appendix 2 - Individual Healthcare Plan Template

### INDIVIDUAL HEALTH CARE PLAN

<b>Student's Name:</b>	
<b>Date of Birth:</b>	
<b>Student's Home Address</b>	
<b>Doctor's Name and Surgery:</b>	
<b>Doctor's Contact number:</b>	
<b>Medical Diagnosis or Condition</b>	
<b>Date completed / updated:</b>	
<b>Completed by (Name and role):</b>	
<b>Completed by (Signature):</b>	

<b>In the event of an EMERGENCY</b>	
<p>What constitutes an <b>emergency</b> for the student?</p> <p><b>Signs and symptoms:</b></p>	<p><b>Action to be taken in the event of an emergency</b></p>

<b>School staff responsible in an emergency</b>			
<b>On Site:</b>		<b>Off-site Activities:</b>	
<b>School staff responsible for providing non-emergency support</b>			
<b>On Site:</b>		<b>Off-site Activities:</b>	

**Description of medical needs including symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental factors:**

**Name of medication, dose, method of administration, when to be taken:**

**Side effects, contra-indications:**

<b>Is the student self-managing medication?</b>	<b>Yes / No</b>	<b>If yes, record details</b>
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**Daily care support:**

**Specific support for social, emotional and mental health needs:**

<b>Does the student have SEN or a disability?</b>	<b>YES / NO</b>	<b>Does</b>
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<b>the student have a statement or EHC plan?</b>	<b>YES / NO</b>
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**Describe the student's SEN and/or disability needs:**

**Procedures required for school trips or other extra-curricular activities:**

**Describe any classroom or on-site procedures or adjustments supporting care of the student:**

**Describe any off-site activity procedures or adjustments that support care of the student:**

**Other information including any potential complications noted:**

**Staff training requirements:**

**People involved in developing the plan:**

Family Contact Information		
Name:		
Relationship to student:		
Contact Numbers:	Home:	
	Mobile:	
	Other:	

Second Contact Information		
Name:		
Relationship to student:		
Contact Numbers:	Home:	
	Mobile:	
	Other:	

Hospital Consultant/Clinic Details/Outside Agencies	
Name:	
Service/agency:	
Contact Number:	
Name:	
Service/agency:	
Contact Number:	

Student Consent	
I agree with the content of this individual healthcare plan.	Yes / No
I give consent for it to be shared as appropriate*	Yes / No
If No indicate reasons for disagreement	

<b>Student's Name:</b>		<b>Student's Signature:</b>	
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<b>Parent/Carer Consent</b>			
I agree with the content of this individual healthcare plan.		<b>Yes / No</b>	
I give consent for it to be shared as appropriate*		<b>Yes / No</b>	
If No indicate reasons for disagreement			
<b>Parent/ Carer's Name:</b>		<b>Parent/ Carer's Signature:</b>	

**Process for sharing/storing plan**

<b>Action</b>	<b>Action date</b>	<b>Action by</b>
Paper copy filed in Medical Records		
Paper copy given to Staff		
Paper copy given to Parent/Carer		

## Appendix 3 - Parental Agreement for a School to Administer Medicine

**Borden Grammar School will not hold medication for your child to self-administer unless you complete, sign and return this form.**

Date for review to be initiated by	
Name of school/setting	Borden Grammar School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
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.

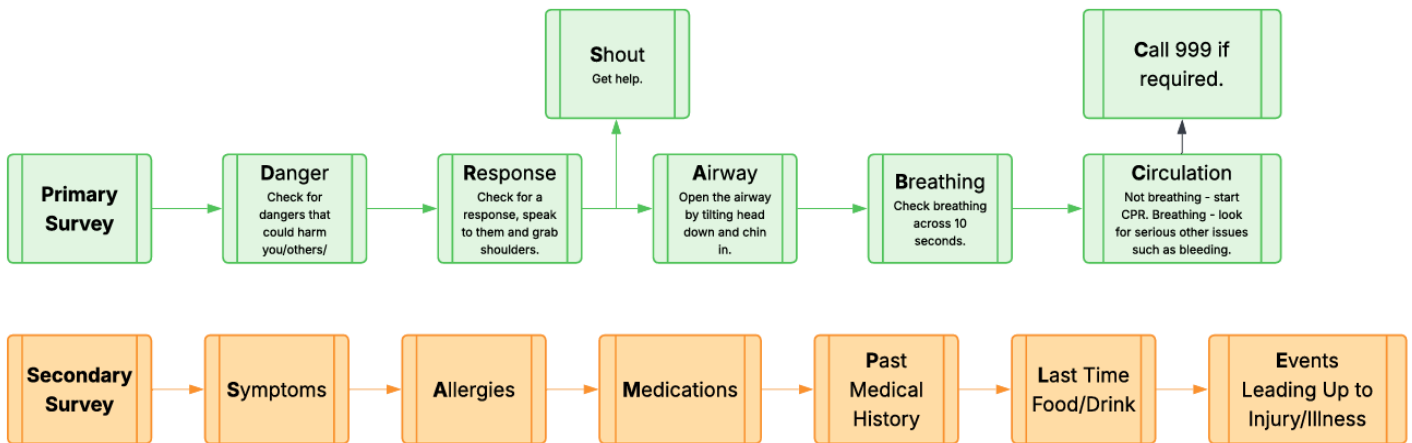
Signature(s)

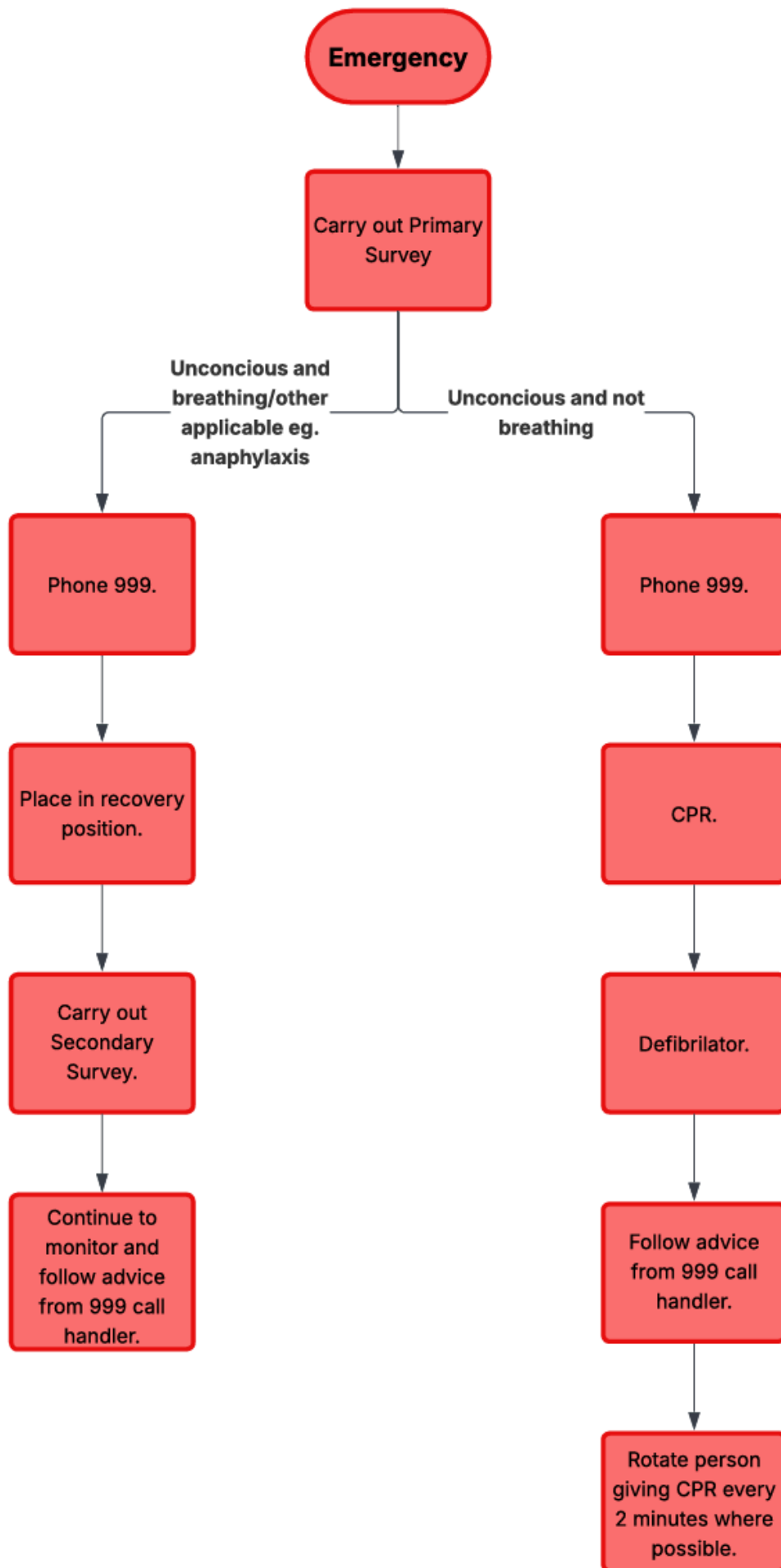
Date

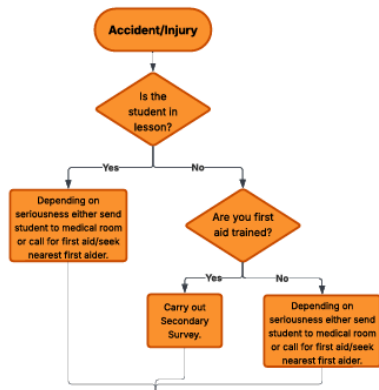
# Appendix 4 - Accident/Injury, Illness/Medication & Emergency Procedure

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.

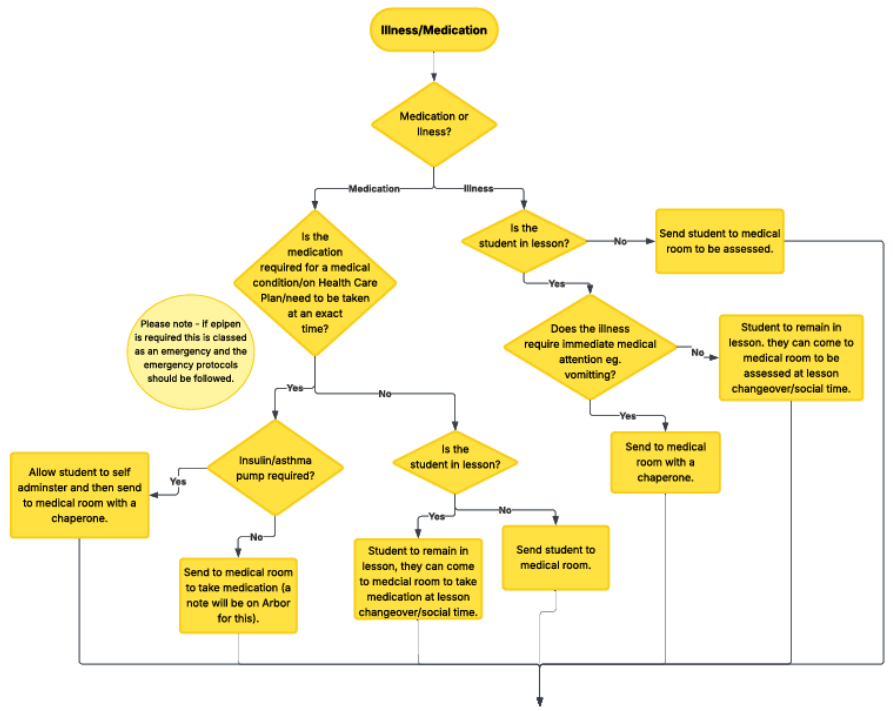
1. Telephone number: **01795 424192**
2. Name
3. Location: **Borden Grammar School, Avenue of Remembrance. Sittingbourne, Kent. ME10 4DB.**
4. Provide the exact location of the patient within the school setting.
5. Provide the name of the child and a brief description of their symptoms.
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
7. Keep the line open until help arrives.



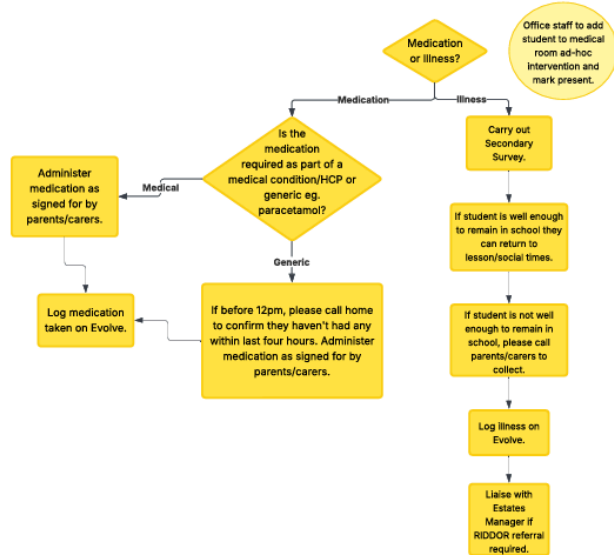




**First Aid/Medical Room Protocol**



**Medical Room Protocol**



# Appendix 5 - Emergency Rota

