



**Supporting Students
With Medical Conditions
2018-19**

Key roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Prospect School.
- Ensuring that the Supporting Students 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Prospect School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Care Plans (ICPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver ICPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- The trained first aider is responsible for administering injections.

School nurses are responsible for:

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

Parents and carers are responsible for:

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

1. Definitions

1.1 "Medication" is defined as any prescribed or over the counter medicine.

1.2 "Prescribed medication" is defined as any drug or device prescribed by a doctor.

1.3 A "staff member" is defined as any member of staff employed at Prospect School, including teachers.

2. Training of staff

2.1 Teachers and support staff will receive regular and ongoing training as part of their development as necessary.

2.2 Teachers and support staff who undertake responsibilities under this policy will receive external training as necessary from the school nurse team.

2.3 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility including administering.

2.4 No staff member may administer drugs by injection unless they have received training in this responsibility.

2.5 The Health and Safety Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

3. The role of the child

3.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

3.2 Student medicines will be located in an easily accessible location with the first aider.

3.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

3.4 Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

4. Individual Care Plans (ICPs)

4.1 Where necessary, an Individual Care Plan (ICP) will be developed in collaboration with the student, parents/carers, first aider, Special Educational Needs Coordinator (SENCO) and medical professionals.

4.2 ICPs will be easily accessible whilst preserving confidentiality.

4.3 ICPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

4.4 Where a student has an Education, Health and Care plan or special needs statement, the ICP will be linked to it or become part of it.

4.5 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 ICP identifies the support the child needs to reintegrate.

5. Medicines

5.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

5.2 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.

5.3 No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

5.4 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

5.5 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.

5.6 A maximum of 8 weeks supply of the medication may be provided to the school at one time.

5.7 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing on drugs to others is an offence which will be dealt with under our Drug Policy.

5.8 Medications will be stored securely in a locked cupboard.

5.9 Any medications left over at the end of the course will be returned to the child's parents.

5.10 Written records will be kept of any medication administered to children.

5.11 Students will never be prevented from accessing their medication.

5.12 Prospect School cannot be held responsible for side effects that occur when medication is taken correctly.

6. Emergencies

6.1 Medical emergencies will be dealt with under the school's emergency procedures.

6.2 Where an Individual Care Plan (ICP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

6.3 Students will be informed in general terms of what to do in an emergency such as telling a member of staff.

6.4 If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

7. Avoiding unacceptable practice

7.1 Prospect School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical advice or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the medical room or school office alone if they become ill.
- Penalising students 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 students to eat, drink or use the toilet when they need to in order to manage their condition.

7. Insurance

8.1 The County Council have a policy of self-insurance, that is they bear the risks themselves rather than place insurance in the commercial insurance market. The

self-insurance arrangements extend to provide an indemnity to school staff who agree to administer medication or a medical procedure to students. This indemnification to staff requires the school to have parents' permission and for the member of staff to have had training on the administration of the medication or medical procedure.

8.2 Full written insurance policy documents 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 legal department at HCC.

9. Complaints

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

9.1.1 Stage 1 - Complaint Heard by Staff Member

9.1.2 Stage 2 - Complaint Heard by Headteacher

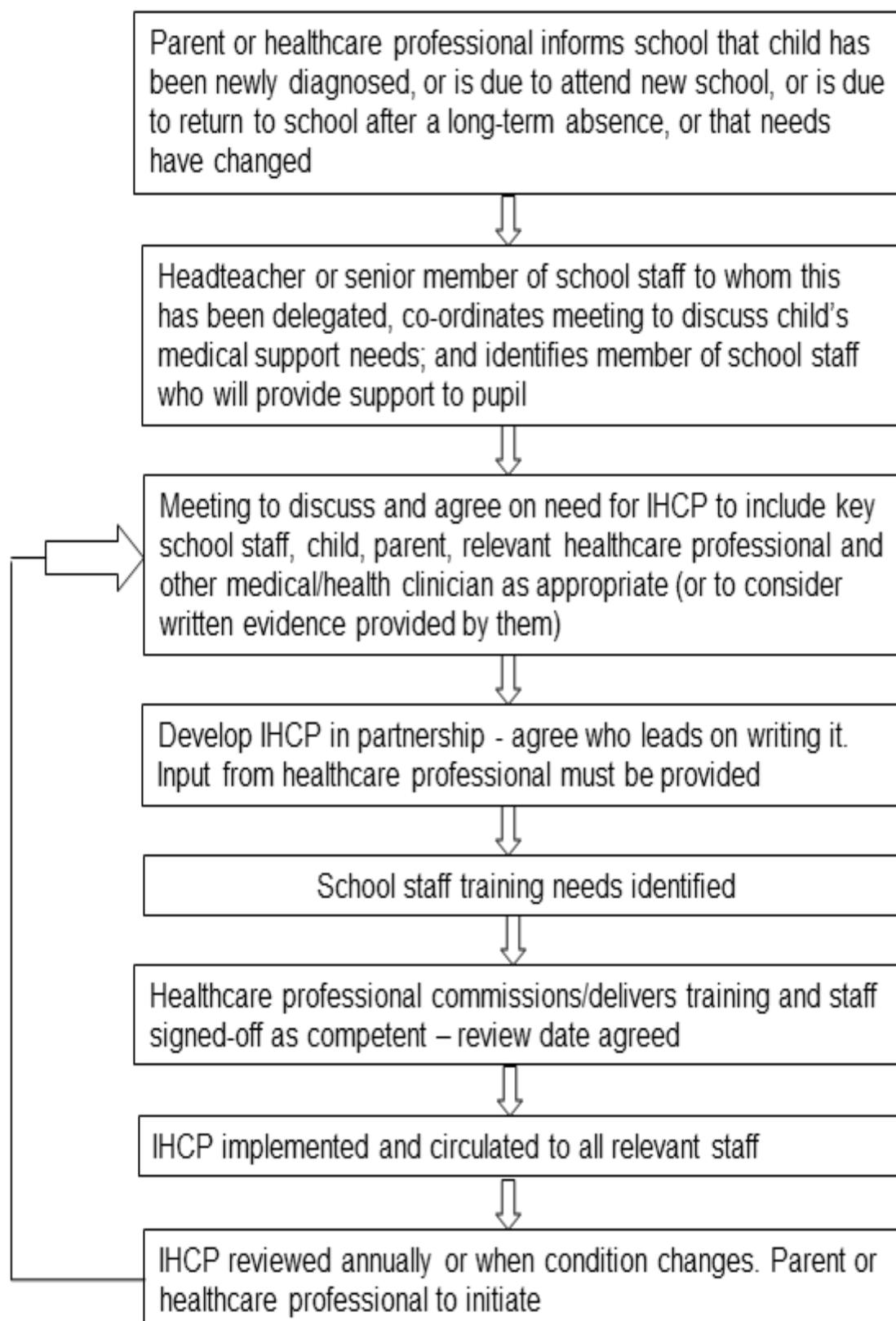
9.1.3 Stage 3 - Complaint Heard by Governing Bodies' Complaints Appeal Panel

To be read in conjunction with the following policies:

- Administering of medicines
- Accidents, illness and first aid
- Health & Safety
- Safe working practices

DESIGNATION/RESPONSIBILITY	SIGNATURE	DATE
Head Teacher		Date:
Chair of Governors		Date:
This policy was Adopted and Ratified at the WGB meeting on		Date:
This policy will be reviewed	Autumn 2019	

Appendix 1 - Individual Careplan implementation procedure



Prospect 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 student'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

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

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

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.

10. Your telephone number - **023 92 485140**

11. Your name

12. Your location - Prospect School, Freeley Road, Havant, Hampshire PO9 4AQ

(please note that postcodes for satellite navigation systems may differ from the postal code)

- The exact location of the patient within the school setting
- 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

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

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 students 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 the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, 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 on 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/involve [add details of the 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