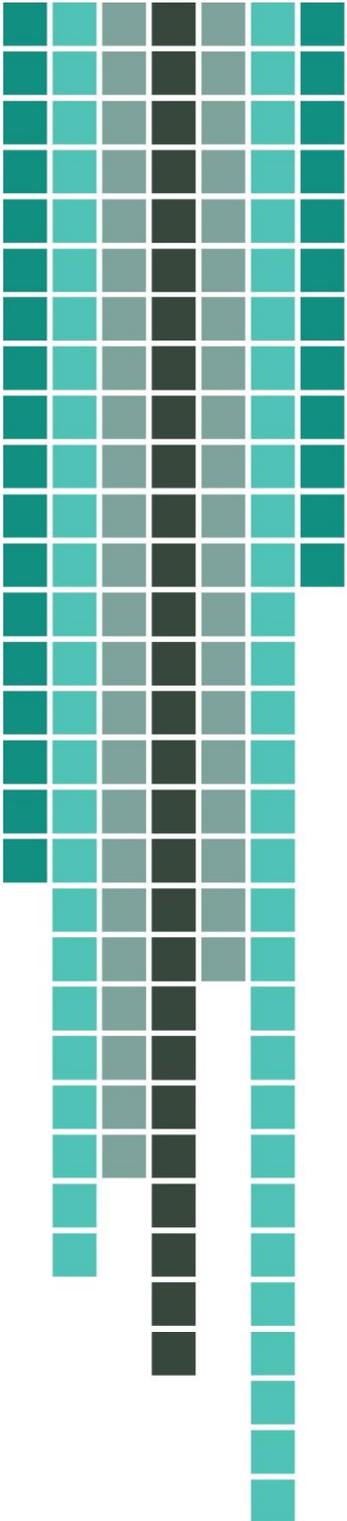




Eggar's School

Supporting Students with Medical Conditions Policy



Reviewer	Linda Campbell
Review Date	February 2018
New Review	February 2021

CONTENTS

1	Introduction
2	Roles and responsibilities
3	Procedure when notification has been received that a pupil has a medical condition
4	Individual Health care Plans (IHCPs)
5	Administering medicines
6	Action in emergencies
7	Activities beyond the normal curriculum
8	Unacceptable practice
9	Complaints
10	Equality impact statement
11	APPENDIX:
	A: Process for developing Individual health care plans
	B: Individual healthcare plan template
	C: Parental agreement for a school to administer medicine template
	D: Record of medicine administered to an individual child template
	E: Record of medicine administered to all children

INTRODUCTION

Eggar's School is committed to providing a fully inclusive and diverse curriculum, to ensure the best possible progress for all our students. At Eggar's we believe that all students are unique and it is the aim of the school to help all students, including those with medical conditions, to reach their full potential. It is our aim to build relationships with healthcare professional and other agencies to ensure the best support for students with medical conditions.

The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.

This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting students at school with medical conditions". Where children have a disability, the requirements of the Equality Act 2010 will apply and where children have an identified special need, the school's SEN Code of Practice will apply also.

ROLES AND RESPONSIBILITIES

The **Named Person** responsible for children with medical conditions is Mrs Linda Campbell, Assistant Head Teacher and Individual Needs Manager.

This person is responsible for

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, students, healthcare professionals and other agencies

The **Governing Body** is responsible for

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The **Head Teacher** is responsible for

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in IHPS
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

The **school nurse** is responsible for

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training

Parents and carers are responsible for

- Keeping the school informed about any changes to their child'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.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with named person responsible and healthcare professionals.

Students are encouraged to be responsible for

- Taking the responsibility for managing their own medicines and procedures.
- Carrying their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- Take their own medication under the supervision of the school's welfare officer.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Procedure for when notification is received that a pupil has a medical condition

- The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up
- Appendix i. outlines the process for developing individual healthcare plans

Individual Health Care Plans (IHCP)

- An IHCP will be written for students with a medical condition that is long term and complex. It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHCP
- IHCPs will be reviewed annually or earlier, if evidence is provided that a child's needs have changed

Administering medicines

- Written consent from parents must be received before administering any medicine to a child at school
- Medicines will only be accepted for administration if they are:
 - Prescribed
 - 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 be in date but will generally be available inside an insulin pen or pump, rather than in its original container.
- Medicines should be stored safely. Children should know where their medicines are at all times.
- Written records will be kept of all medicines administered to children
- Students who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

Action in an Emergency

A copy of this information will be displayed in the school office

- Request for ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
 1. The school's telephone number: 01420 541194
 2. Your name
 3. Your location: Eggar's School, London Road, Alton, GU34 3EQ
 4. Provide the exact location of the patient within the school
 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

- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

Activities beyond the normal curriculum

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate

Unacceptable Practice

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond individually to each case in the most appropriate manner.

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although upon occasion this may be challenged)
- sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues.
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

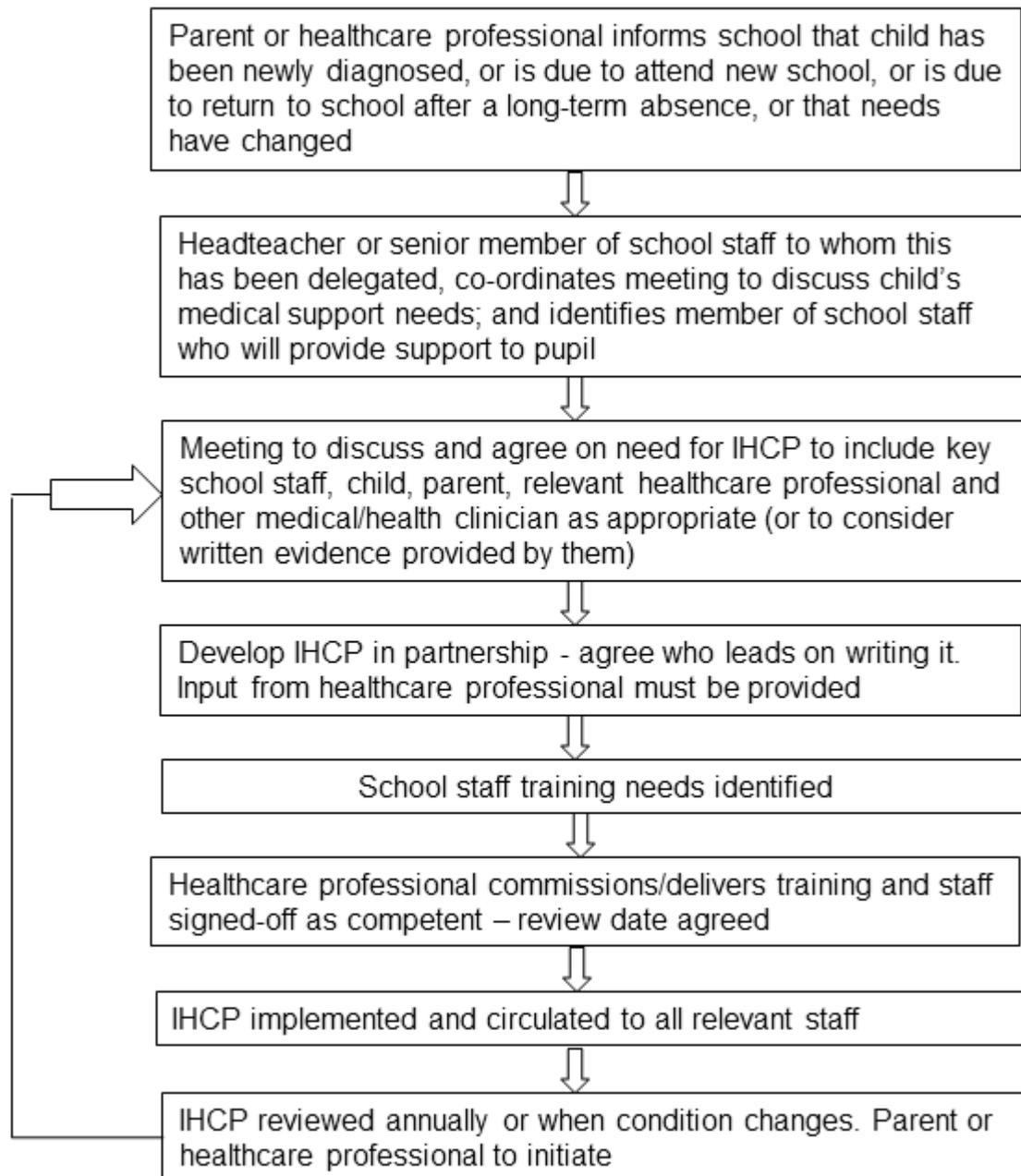
Complaints

- An individual wishing to make a complaint regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out on the school's web site

Equality Impact Statement

The school will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

Appendix A: Process for developing Individual Health Care Plan



Appendix B: Individual healthcare plan template

Eggar's School Individual Health Care Plan

Child's name

Tutor group

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

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)

Plan developed with

Staff training needed/undertaken – who, what, when

Appendix C: Parental agreement for a school to administer medicine template

The school will not give your child medicine unless you complete and sign this form

Eggar’s School medicine administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
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

Parent /Carer Details

Name	
Daytime telephone no.	
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 staff administering medicine in accordance with the school/setting 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 D: Record of medicine administered to an individual child template
Eggar's School record of medicine administered to an individual child

Name of child and tutor group
 Date medicine provided by parent
 Quantity received and expiry date
 Name and strength of medicine
 Dose and frequency of medicine
 Quantity returned

Staff signature _____

Signature of parent _____

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

