



BISHOP STOPFORD'S SCHOOL

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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Supporting Students with Medical Conditions

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Supporting Students with Medical Conditions

Medical Conditions Policy

Introduction

Bishop Stopford's school is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth.

This policy provides an outline of roles and responsibilities and the procedures and practices that staff will follow. We used the DfE document, *Supporting pupils with medical conditions at school 2015* as guidance.

The named person responsible for students with medical conditions is:	Deputy Headteacher – DSL, Behaviour and Personal Development – Gbenga Sonuga																						
The named SENDCo is:	SENDCo – Carol Hart																						
The named School Business Manager is:	School Business Manager – Liz Davies																						
The First Aiders in our school are:	<table border="0"> <tr> <td>Sarah Webb</td> <td>Caroline Miller</td> </tr> <tr> <td>Nicola Eddy</td> <td>Elaine Neacy</td> </tr> <tr> <td>Carmel Rogers</td> <td>Andrew Jennings</td> </tr> <tr> <td>Archie Collings</td> <td>Peter Smyth</td> </tr> <tr> <td>George Porter</td> <td>Tim Collins</td> </tr> <tr> <td>Valentina Valkanova</td> <td>Liz Davies</td> </tr> <tr> <td>Mitch Maryson</td> <td></td> </tr> <tr> <td>Brian Blake</td> <td></td> </tr> <tr> <td>Sam Winter</td> <td></td> </tr> <tr> <td>Jahmal Taylor</td> <td></td> </tr> <tr> <td>Lisa Williams</td> <td></td> </tr> </table>	Sarah Webb	Caroline Miller	Nicola Eddy	Elaine Neacy	Carmel Rogers	Andrew Jennings	Archie Collings	Peter Smyth	George Porter	Tim Collins	Valentina Valkanova	Liz Davies	Mitch Maryson		Brian Blake		Sam Winter		Jahmal Taylor		Lisa Williams	
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Mitch Maryson																							
Brian Blake																							
Sam Winter																							
Jahmal Taylor																							
Lisa Williams																							
First Aid supplies and medication are located at:	School Office (First aid box and medication) PE Office (First aid box) Science Chemistry Prep room (First aid box) Food Technology (First aid box) DT (First aid box)																						
Defibrillator located at	School Office – Welfare area PE Office																						

Supporting Students with Medical Conditions

School Nurse Support	Barnet, Enfield and Haringey Mental Health NHS Trust Bay Tree House, Christchurch Close, Enfield EN2 6NZ Tel: 020 8702 5762 / Team landline: 020 8702 3499
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Rationale

Our school has a responsibility to support students with medical conditions so that they can play a full and active role in school life. As an inclusive school, we are committed to ensuring that those students with long term and complex medical conditions, are provided with the on-going support and also those with short term medical conditions to enable them to manage their conditions whilst in school and keep them well. It is intended that all reasonable effort and adjustment be made to ensure that students with medical needs have access to the curriculum so that they are not disadvantaged in any way. This policy will set out the plan for students who do not need to take medication regularly as well as those who do. As such our intentions are firmly rooted in our statement of equal opportunities

Aims

We aim to ensure that:

- students with medical conditions (temporary and long term) are able to take a full and active role in school life
- the health and wellbeing of students with medical conditions is supported whilst they are in school
- all staff are aware of the needs of children with medical conditions and are able to support them and their families accordingly
- there are clear procedures for storage, administering medicines and communicating with families
- the interests of pupils and staff are safeguarded whilst carrying out this policy

Objectives

We aim to deliver these aims through:

- raising staff awareness of medical conditions
- ensuring that staff have the necessary training to support identified students
- ensuring medical health care plans are fully completed in conjunction with our school nurse, parents, students and other relevant professionals.
- ensuring that staff are aware what to do in an emergency
- ensuring that the correct arrangements are in place for the storage and taking of medicines
- ensuring that parents and students are actively involved

Roles and responsibilities

Governing body

The Children and Families Act 2014 requires governing bodies to make arrangements to support students at their school with medical conditions.

This includes:

- ensuring that arrangements are in place in schools to support students with medical conditions

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- providing a strategic overview through policy formation, monitoring and review
- ensuring that sufficient funds are made available to enable the policy to be implemented
- ensuring that the school has a properly resourced training plan in place for staff
- ensuring that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported
- monitoring the effectiveness of this policy through data analysis of outcomes for students with medical conditions as part of the scrutiny of 'different groups of students'
- complying with duties under the Equality Act 2010

The Headteacher

must oversee the implementation of the school policy, including:

- providing time and resources for the responsible person to carry out their duties
- enabling staff training to go ahead
- keeping governors informed about the contents of the policy and providing information for them about its effectiveness
- tracking outcomes for students with medical conditions in conjunction with assessment/data leads

Deputy Headteacher – DSL, Behaviour and Personal Development

Responsibilities include:

- keeping a register of students with medical needs
- policy drafting and review
- liaison with external agencies including hospitals
- guidance and operation surrounding staff training needs
- completing and/or ensuring that, where necessary, risk assessments with clear action plans for school visits, holidays and other school activities outside the normal timetable
- monitoring individual health care plans
- drawing up and supervising the implementation of healthcare plans in conjunction with the school nurse, students, parents and other members of staff
- providing updates on the effectiveness of the school's policy to the Headteacher

Teachers

Are responsible for the students in their care. It is expected that they:

- are knowledgeable about children's individual medical conditions, how they should support them and what they should do in an emergency
 - feedback information to the person responsible where they have any concerns or observations
-

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- liaise with parents
- adapt their teaching, learning and the classroom environment where necessary to support the students
- implement children's healthcare plans effectively

The School Nurse

- works in partnership with our school. The nurse will advise, or will know where help can be sought on health matters affecting our students.
- will also offer training to school staff on EpiPens and long term medical conditions to facilitate every child attending school and reaching their full potential.
- assists school staff with Health Care Plans and planning for those students with long term conditions.
- delivers, with a team of school nurses, the school age national immunisation programme.

Involvement of Parents

Parents must be closely involved in the school's efforts to ensure correct support for students with medical conditions. This involvement should begin as soon as the school is informed that a student with a medical condition will be transferring to the school.

Parents are expected to:

- provide on-going information about the progress of their child both in terms of health needs and if there are any noticeable changes in relation to their overall wellbeing and academic progress
- work in partnership with the school on drawing up an appropriate health care plan for their child
- ensure that the correct prescribed medication is provided to the school according to school policy

Involvement of students

It is expected that students are involved in the writing of their individual healthcare plan and are encouraged to take responsibility for managing their condition as much as possible within school.

Procedures and practice

Students with long term medical conditions or temporary medical conditions will have a full individual health care plan and risk assessment completed and all staff will be made aware of the students.

Students suffering from infectious or acute illnesses e.g throat infections, eye infections, diarrhea and sickness should be kept at home until they are fully recovered. Please check NHS link for guidance - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> . Occasionally a child will return to school well able to cope but still taking prescribed medicine

Some dosages can be managed by the family outside normal working hours and this will be encouraged where possible unless it would be detrimental to the child's health or recovery e.g a medicine which is prescribed to be taken three times

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daily could be taken in the morning, after school and at bed time

If a child needs medicine administered in school – please see section below regarding managing medicines in school

From 1st October 2014 an amendment to the Human Medicines Regulations 2012 allowed schools to purchase and hold stock of asthma inhalers containing salbutamol for use in emergency. The emergency inhaler should only be used by students for whom written parental consent has been given, who have both been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's inhaler is not available (for example, because it is broken or empty)

Staff training:

All relevant staff are trained in relation to the main conditions in school such as epilepsy, diabetes and asthma. All staff, including supply staff are aware of:

- what to do in an emergency
- specific information relating to students they are working with.

The Deputy Headteacher with relevant identified staff maintain a training needs analysis which includes the training provided and attended as well as any identified training required as new students are admitted or if students' health care needs change.

Individual Health Care Plans

A healthcare plan is used and completed with the involvement of:

- the school nurse (where relevant)
- the Deputy Headteacher / SENDCo
- Student Support Officer
- the parent
- the student

Plans are reviewed annually or as and when the students' health care needs change. Healthcare plans are stored securely in the School Office. Photographs of the students with Individual health care plans are on the boards in the staff room and front office. Information is also on the school MIS system and will pop up when going into the students record and provide the relevant information.

When a child feels ill

When a student informs the teacher that they feel ill the class teacher makes the initial decision about the actions to take. If he/she is in any doubt they must consult immediately with the school front office staff who are all first aid trained and responsible for welfare..

In the case of an emergency an ambulance should be called and parents informed as quickly as possible.

A member of staff will accompany the student to hospital in the ambulance until such time as the parent can arrive.

All staff must be aware of the possible emergencies that might occur in relation to students with medical conditions in the school.

Managing medicines

All medication is kept securely in the welfare room and students must know where their medication is at all times. Wherever possible students are encouraged to self-manage/medicate their medicines. However, an appropriate

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level of supervision is still needed.

A consent form for medicines management must be signed by parents on transfer of their child to the school or on new/change/temporary medical condition and administering staff must check the details including dosage, method of administration (eg. Injection, oral or other), expiry date and when the medicine was last administered. A record must be kept of each administration. These will be kept in the welfare room

Staff should administer the medication as instructed on the label and as specified in the written permission from the parents – great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.

Medication is kept in a locked cabinet in the medical room. If applicable, antibiotics are kept in a fridge in the medical room. All emergency medicines (epi-pens, inhalers etc.) are kept in a secure, but unlocked cabinet in the welfare room for immediate access.

Administration of medicines during the school day

Prescription medicines should only be taken during the school day when essential. Medicines must be provided in the original packaging, including the prescriber's instructions. Each item of medication must be delivered to the school, by the parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information; pupil name, name of medication, dosage, frequency of administration, date of dispensing, storage requirements, expiry date

Parents/Carers should be encouraged to look at dose frequency and timing so that, where possible, medicines can be taken out of school hours.

If the student refuses to take their medication, staff will not force them to do so, and will inform parents of the refusal, as a matter of urgency, on the same day. In this situation the medication record should note the refusal and the parental contact made. If a refusal to take medicine results in an emergency, the schools emergency procedures will be followed.

Parents/carers must inform the school in writing if the pupil's need for medication has ceased.

Prescription medicines

A named member of staff may administer the medication for the child it has been prescribed for, according to the pharmacy label instructions

If a record of Medicine form and parental agreement form is completed, the school may look after the medication on behalf of the child

The school will store the medication securely, with access only by necessary staff and record keeping for audit and safety

Prescription medicines should be collected by the parents/carers when no longer required

Non Prescription Medicines

If a parent wishes to provide non-prescription painkillers for their child, the school will only accept paracetamol. This can be given for no longer than three days. A register of medicine form must be completed and signed, along with a care form before non-prescription medication can be accepted by the school.

School staff will never give aspirin or ibuprofen unless prescribed by a Doctor and provided in original packaging (to include prescriber's instructions)

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Expiry of Medication

It is the responsibility of the parent/carer to ensure that the school is supplied with medication which is in date and usable. The parent or carer will be expected to bring in a replacement medication before the expiry date of the medication already held. Date expired medicines or those no longer required will be returned immediately to the parent

If an error occurs in administration

If an error occurs, medical advice would be sought where appropriate and parents informed of the incident. Where necessary an investigation would take place led by the Headteacher with guidance from and in liaison with the Local Authority.

Risk Assessments

A risk assessment is completed as part of a child's healthcare plan. Separate risk assessments are also completed (where necessary) when the child is involved in an additional activity outside of the normal school timetable. This is to ensure that the student can participate without putting themselves or others at risk.

Other activities

It is school policy that all students have access to all curriculum enrichment activities that are available. In some cases, this may mean that additional support and reasonable adjustments need to be made for some of our students. This may require further liaison with the school nurse and parents. Where an outside provider is delivering an enrichment activity it is expected that they have the same inclusive policy.

Transition arrangements

The transfer of information about students' medical conditions takes place during the transfer process. In some cases, it will involve the primary/secondary lead and school nurse meeting with key members of staff of our school. Wherever possible, face-to-face meetings are arranged to discuss and exchange information.

Additional days may be arranged for the student to visit the school as needed.

Visits and Trips

The teacher in charge of any trip must liaise with the Educational Visit Coordinator (EVC) to ensure adequate first aid can be provided, if necessary, and that any medication required is provided. First aid kits are issued for all trips.

All staff on educational visits and out-of-school-hours activities should be fully briefed on student's individual medical needs. They will have access to the Individual Healthcare Plans and any necessary medication and medical equipment for the duration of the visit

For residential trips parents/carers will be sent a residential visit form to be completed and returned to school shortly before the student leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away

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In an emergency

All staff have a duty of care to all students in the school which means they might be required to support them in an emergency.

In the case of an emergency, the immediate needs of the child are paramount and an ambulance should be called immediately. Parents should be informed as soon as possible and if they are not immediately available the child will be accompanied in the ambulance by a known member of staff.

The Deputy Headteacher and the School Business Manager should always be informed and records kept of actions pre and post incident.

Children with health care plans have information about 'what to do in an emergency' written into the plan and all relevant staff should be aware of this and where it is stored.

Training on emergencies in relation to medical conditions is delivered by an appropriate medical professional (e.g. School Nurse for EpiPen training) to key staff annually and other members of staff are provided with summary information.

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Monitoring and evaluation

The effectiveness of this policy is monitored through:

- termly checks of the record of medicine administration and incidents by the School Business Manager
- annual review of the policy following consultation with key members of staff, parents, students and external agencies and amendments made as appropriate.
- analysis of student outcome information in relation to this group of students

Unacceptable Practice

The Department for Education guidance issued in 2015 mandates schools to include the following as unacceptable practice from school staff. It is therefore unacceptable to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume 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 this may be challenged);
- 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 individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent 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.

Making a complaint

Parents should follow the guidance for making complaints as set out in our complaints policy.

Related policies

Safeguarding and Child Protection policy

SEND policy

Health and Safety

First Aid

Anti-bullying policy

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Appendices:

Appendix 1 Individual Health Care Plan

Appendix 2 Parental agreement for school to administer medicine

Appendix 3 Record of Medicine Administered to an Individual Child

Appendix 4 Record of Medicine Administered to All Children

Appendix 5 Staff Training Record – Administration of Medicines

Appendix 6 Contacting Emergency Services

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APPENDIX 1:

Individual Healthcare Plan

Name of school	
Student'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)	

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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

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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

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Form copied to

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APPENDIX 2 - Parental agreement for school to administer medicine

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.

Date for review to be initiated by	
Name of school	
Name of Student	
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.	

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Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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 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 _____

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APPENDIX 3 Record of medicine administered to an individual child

All medication brought into school must be supplied in an appropriate and original container with the dispensing pharmacy details clearly stated and name and contact details of the doctor who prescribed the medication.

Name of school	
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	

Staff signature _____

I accept that the administration of medication is a service which the school is not obliged to undertake and that, in doing so, it is being done with my full consent and all appropriate information has been supplied.

The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication. I will inform the school in writing of any changes to the above information.

I understand that I am responsible for ensuring that the appropriate medication is available to the school.

Signature of parent _____

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Time given

Dose given

Name of member of staff

Staff initials

Record of medicine administered to an individual child (Continued)

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			

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APPENDIX 4. Record of medicine administered to all children

Name of school

Date
Signature

Child's name
Print name

Time

Name of
medicine

Dose given

Any reactions

Date Signature	Child's name Print name	Time	Name of medicine	Dose given	Any reactions

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APPENDIX 5:

Staff training record – administration of medicines

Name of school	
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 _____

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APPENDIX 6: Contacting emergency services

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.

- your telephone number
- your name
- your location as follows: Holly Walk (Upper), EN2 6QG or Rosemary Ave (Lower), EN2 0SP
- state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
- provide the exact location of the patient within the school setting
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of 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