



**NORTH HERTFORDSHIRE  
STUDIO SCHOOL TRUST**

# **Supporting Students with Medical Conditions Policy**

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## **Supporting Students with Medical Conditions Policy**

### **1. Statement of intent**

The North Hertfordshire Studio School Trust (NHSST) is committed to ensuring that all children and young people with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

### **2. Key points**

- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made
- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- NHSST must ensure that arrangements are in place in each school/academy to support students at school with medical conditions
- LGBs should ensure 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
- Some children with medical conditions may be disabled. Where this is the case the Trust **must** comply with its duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.
- The focus should be on the needs of each individual child and how their medical condition impacts on their school life

### **3. Definitions**

“Medical condition” is defined as a medical problem that requires treatment or careful management

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

“Staff member” is defined as any member of staff employed at an NHSST School or Academy, including teachers.

“Clinical lead” is defined as a medical practitioner with responsibility for treating or managing the student’s condition

For further information on the matters contained in this policy please see the DfE statutory guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

## **4. Key roles and responsibilities**

### **4.1 The Local Governing Body is responsible for:**

- Overseeing the overall implementation of the Supporting Students with Medical Conditions Policy and procedures at the School/Academy
- Ensuring that the Supporting Students with Medical Conditions Policy 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 NHSST Complaints Policy
- Endeavour to ensure that systems are in place so that all students with medical conditions are able to participate fully in all aspects of school life unless evidence from a clinician such as a GP states that this is not possible.
- Ensuring that staff members who take on responsibility to support children with medical conditions receive appropriate and up to date training

### **4.2 The School/Academy Principal is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures in their school/ academy
- Ensuring implementation of the policy is developed effectively with partner agencies
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy
- Ensuring that written records of any and all medicines administered to individual students and across the school population
- 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
- Ensuring Individual Healthcare Plans (IHCPs) are developed
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- Ensuring the school nursing service is contacted in the case of any child who has a medical condition
- Ensuring a named staff member, who has received appropriate training, is responsible for administering injections

### **4.3 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 in 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

#### **4.4 Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health
- Completing a parental agreement for the academy/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 Healthcare Plan (IHCP) for their child in collaboration with the school/academy staff members and healthcare professionals

#### **4.5. The role of the student**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored
- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff

#### **5. Training of staff**

- Teachers and support staff will receive the Supporting Students with Medical Conditions Policy as part of their new starter induction
- Teachers and support staff will receive regular and on-going training as part of their CPD
- There must be a named clinical lead for this training
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The School/Academy Principal will ensure a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy is maintained

#### **7. Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Senior Leadership Team members, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education, alternative provision or home tuition, the Academy/School Principal will work with the education provider to ensure that the IHCP identifies the support the child needs to reintegrate into the School/Academy.  
See also Section 11 for emergencies

## **8. Managing medicines on school premises**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a consent form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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 Page pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- 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 the School/Academy behaviour Policy.
- Medications will be stored safely and securely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside school premises e.g. on school trips.
- Any medications left over at the end of the course will be returned to the child's parents.
- The School/Academy cannot be held responsible for side effects that occur when medication is taken correctly.

## **9. Record keeping**

- Written records must be kept of any medication administered to children. Recommended templates are provided in the appendices supporting this document.
- Parents should be informed if their child has been unwell at school.

## **10. Day trips, residential visits and sporting activities**

- The School/Academy will 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/Academy will make arrangements for the inclusion of students in such activities with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.
- Risk assessment arrangements for day trips, residential visits and sporting activities will take account of any steps needed to ensure that students with medical conditions are included in planned learning outside the classroom. This may require consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely

## **11. Emergencies**

- Medical emergencies will be dealt with under the school/academy's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail: -  
What constitutes an emergency.  
What to do in an emergency.

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

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

## **12. Avoiding unacceptable practice**

All staff will be made aware of the following unacceptable practices as set out in the Statutory Guidance:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence 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.
- Creating barriers to children with medical conditions participating in school life, including in school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **13. Insurance**

- Staff who undertake responsibilities within this policy are covered by the school/academy's public liability insurance.
- Full written insurance policy documents are available to be viewed at the school/academy.

### **14. Complaints**

Any complaints about the operation of this policy will be dealt with in accordance with the NHSST Complaints Policy. This can be found on the School/Academy websites.

### **14. Monitoring and Review**

This policy will be reviewed every three years or more frequently, if the relevant legislation changes.

## **Appendix 1 - Individual healthcare plan implementation procedure**

1. Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
2. School/Academy Principal or senior member of school staff to whom this has been delegated co-ordinates meeting to discuss child's medical needs and identifies members of school staff who will provide support to the student.
3. Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.
4. Develop IHCP in partnership with healthcare professionals and agree on who leads.
5. School staff training needs identified.
6. Training delivered to staff - review date agreed.
7. IHCP implemented and circulated to relevant staff.
8. IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)



<b>Appendix 2 – Individual healthcare plan template</b>	
<b>Name of School/ Academy Individual Health Care Plan</b>	
Student name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family Contact Information</b>	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
<b>Clinic/Hospital Contact</b>	
Name	
Phone no.	
<b>G.P.</b>	
Name	
Phone no.	

**Statement of intent**

**Objectives**

**Implementation**

**Monitoring, evaluation and review**