

Children's Support Service

Policy for supporting pupils at school with medical conditions

Reviewed February 2024

Agreed by Management Committee 1st February 2024

This policy has been developed to outline the school's statutory duties under Section 100 of the Children and Families Act 2014 to make arrangements to support pupils at their school with medical conditions. In meeting the duty, CSS and its management committee has regard to guidance issued by the Secretary of State (Supporting pupils at school with medical conditions DfE Sept 2014.)

At CSS our key values are:

- Compassion and Kindness

We are friendly, polite, generous, and considerate. We try to help our pupils and be there for them when they need us.

- Hope

We find and build on young peoples' strengths and interests, and support them to be happy, confident and reach their potential.

- Connection and Belonging

Positive relationships underpin all of our policy, practice, routines and interventions.

This policy is written with the above statement in mind and underpins our school ethos to:

- promote young people's welfare
- ensure every pupil has access to an appropriate needs led education to which they are entitled
- ensure that pupils succeed whilst at CSS
- ensure that pupils have access to the widest possible range of opportunities at CSS, and when they leave us

This policy will be reviewed annually and made available to parents/carers and to all staff.

Principles

Pupils with medical conditions are:

- included and play a full and active part in CSS life, including participation in trips and sports that will enable them to flourish and achieve to the best of their ability
- treated as individuals; recognising that medical conditions can be wide-ranging in their effects, duration and complexity and will affect quality of life and pupils' ability to learn
- supported in order to increase confidence and promote self-care where appropriate
- supported by properly trained staff working in effective partnerships with families, education, health services and other agencies to achieve the best outcomes for all.

CSS will not:

- prevent pupils from easily accessing their inhalers and medication or from administering their medication when and where necessary
- assume that every pupil with same condition requires the same treatment
- ignore the views of the pupil or the parents/carers or ignore medical evidence or opinion (although this may be challenged)
- send pupils 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
- send a pupil who becomes ill to the school office or medical room unaccompanied or with someone unsuitable
- 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 child, including support with toileting issues.
- 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

Roles and Responsibilities

The Management Committee is responsible for making arrangements to support pupils with medical conditions in school ensuring that:

- this policy is developed and implemented
- all pupils with medical conditions at this school are supported to enable the fullest participation possible in all aspects of school life
- the focus is on the needs of the individual pupil
- school leaders consult health and social care professionals, pupils and parents
- sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions
- ensure that written records are kept of all medicines administered to pupils the appropriate level of insurance is in place

The Headteacher and Centre Heads will ensure that:

- all staff are aware of this policy and understand their role in its implementation all staff who need to know are aware of a pupil's condition.
- sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- individual healthcare plans are implemented, developed and monitored.
- school staff are appropriately insured and are aware that they are insured to support pupils with medical conditions
- contact is made with the school nursing service in the case of any child 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.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Staff must familiarise themselves with the medical needs of the pupils they work with.
- Staff will receive suitable and sufficient training and achieve the necessary level of competency before they undertake the responsibility to support pupils with medical conditions. Information on how this school supports pupils with medical conditions is included in our induction procedure for all new staff.
- Staff will keep parents/carers informed about arrangements in school and about contacts made with outside agencies. Parents/carers will be informed if their child has been ill at school.
- Staff will undertake the appropriate risk assessment and will take into account how a pupil's medical condition might impact on their participation in school trips or in sporting activities.

Parents/carers and Pupils

- Parents/carers should provide the school with sufficient and up to date information about their child's medical conditions
- Parents/carers should be involved in the development and review of their child's individual healthcare plan, however, confirmation of any medical need will always be sought from a suitable healthcare professional.
- Parents/carers should carry out any action they have agreed to as part of a health care plan's implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

- All medication should be in the original packaging, which shows name, dosage and the medication should be in date.
- All medication should be stored in a secure locked cupboard apart from asthma pumps, EpiPens and blood glucose monitors.
- The medicine should be signed for if given.
- The medicine should be in a secure container with an identifying picture of the student and attached should be the care plan. If used this should be recorded. This can then be taken offsite with everything in it.

On notification of a pupil with a medical condition

CSS will implement suitable arrangements; these may be provided when a pupil starts at school, receives a new diagnosis or when existing needs change. The school will ensure that robust individual healthcare plans (IHCPs) are established, where appropriate,

Individual Healthcare Plan (IHCP)

- Individual healthcare plans and their review may be initiated by a member of school staff or a healthcare professional in consultation with the parent. A letter inviting parents to contribute to individual healthcare plan development is provided at appendix 1
- A plan will be drawn up with input from health professionals who are able to determine the level of detail needed, in consultation with the school, parents/carers and the pupil. A flow chart showing the process to be used for developing an individual healthcare plan is provided at appendix 2
- Each IHCP will provide clarity about what needs to be done, when and by whom. The level of detail within plans will depend on the complexity of the pupil's condition and the degree of support needed. It is recognised that different pupils with the same health condition may require very different support. The format for the individual healthcare plan is provided at Appendix 3
- The IHCP will define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of symptoms and procedures. Some pupils may have an emergency healthcare plan prepared by their lead clinician
- Plans will be reviewed at least annually, or earlier, if evidence is presented that the pupil's needs have changed
- Where a pupil has a special educational need but does not have an EHC plan, their special educational needs will be referred to in their individual healthcare plan

Managing medicines on school premises

- Parents/carers must give prior written agreement for any medication, prescription or non-prescription, to be given to a pupil. Agreement form is provided at Appendix 4
- All medicines will be stored safely. Pupils will be informed of the location of their medicines and will be able to access them immediately. The form for recording any medicine administered to a pupil is provided at appendix 5.
- A form for recording staff training on the administration of medicines is provided at appendix 6
- A pupil under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.

Complaints or concern relating to a pupil's medical conditions should be discussed directly with the school. Formal complaints will be handled in line with the school's complaints procedure.

Appendix 1: letter inviting parents to contribute to individual healthcare plans

Dear parent/carer,

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 CSS policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, which will set out what support your child needs, and how this will be provided. The plan will be developed in partnership between yourselves, your child, CSS and the relevant healthcare professional, who will be able to advise us on your child's case. The aim of this partnership is that the school are aware of how to support your child effectively, and provide clarity about what needs to be done, when and by whom. The level of detail within the plan will depend on the complexity of your child's medical condition and the degree of support needed.

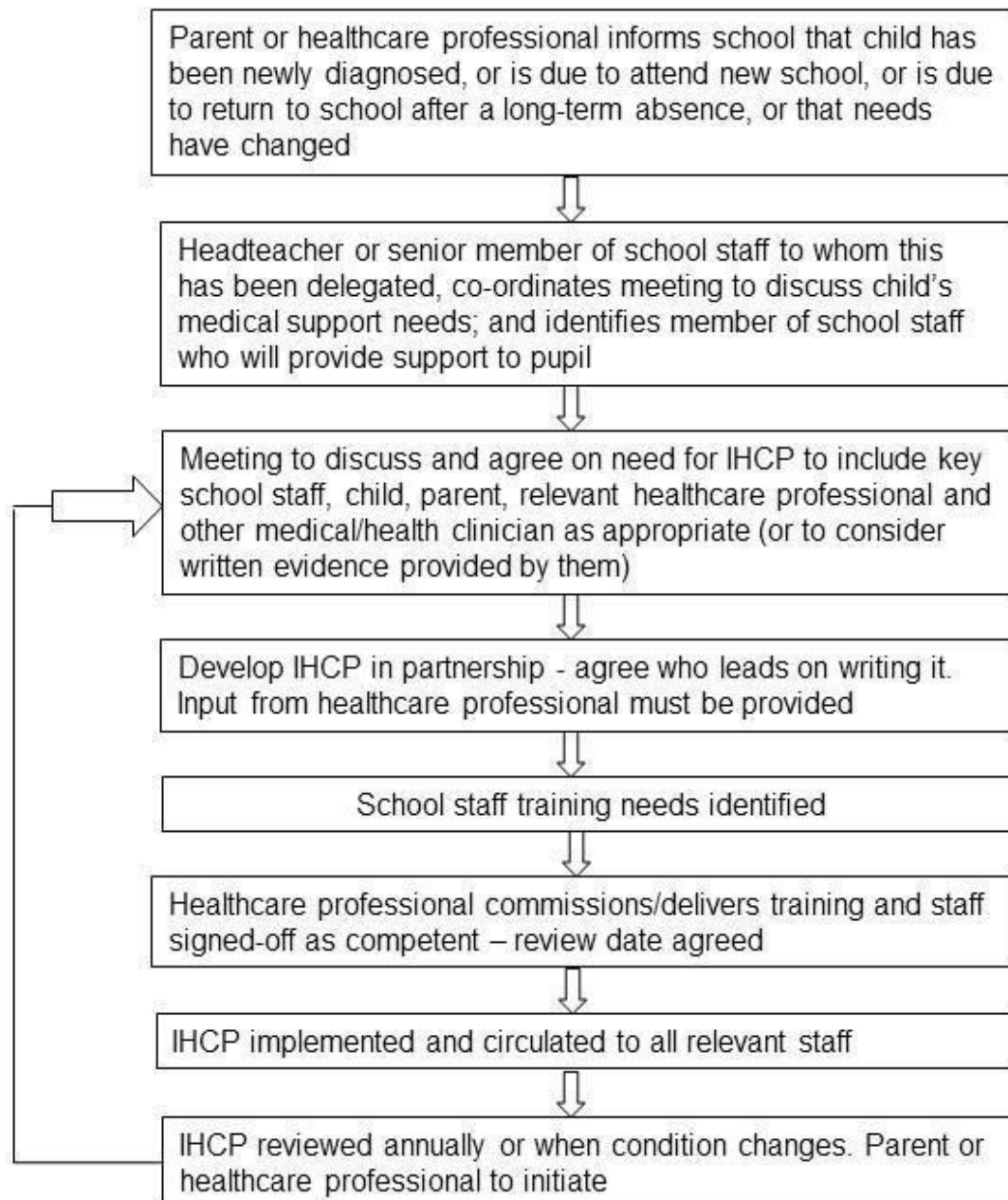
It may be that decision is made that your child will not need an individual healthcare plan, but we will need to make judgements about how your child's medical condition will impact on their ability to participate fully in school life, and whether an individual healthcare plan is required to facilitate this.

A meeting to discuss the development of your child's individual healthcare plan has been arranged for _____. I hope that this is convenient for you, and would be grateful if you could confirm if you are able to attend. The meeting will involve the following people: _____. Please let me know if you would like us to invite any other medical practitioners, healthcare professional or specialist that would be able to provide us with any other evidence which would need to be considered when developing the plan. If you are unable to attend, please could you complete the attached individual healthcare template and return it, with any relevant evidence, for consideration at the meeting. If you would like to discuss this further, or would like to speak to me directly, please feel free to contact me on the number below.

Yours sincerely,

Named person with responsibility for medical policy implementation

Appendix 2: Flow chart of our process for developing an individual healthcare plan



Appendix 3: Individual healthcare plan (IHCP) Children's Support Service

(This information is included in the induction pack on entry to CSS)

Pupil's name	
Group/class/form	
Date of birth	
Pupil's address	
Medical diagnosis or condition	
Date	
Review date	

Family contact information

First contact name	
Relationship to pupil	
Phone no (mobile)	
Phone no (home)	
Phone no (work)	

Second contact name	
Relationship to pupil	
Phone no (mobile)	
Phone no (home)	

Phone no (work)	
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Clinic/Hospital contact

Name	
------	--

Phone no	
----------	--

GP

Name	
------	--

Phone no	
----------	--

Person(s) responsible for providing support in school	
--	--

Describe the medical needs of the pupil

--

Give details of the pupil's symptoms

--

What are the triggers and signs?

--

What treatment is required?

--

Name of medication and storage instructions (if applicable)

Can pupil administer their own medication: YES/NO

Does pupil require supervision when taking their medication: YES/NO

Arrangements for monitoring taking of medication

Dose, when to be taken, and method of administration

Describe any side effects

Describe any other facilities, equipment, devices etc that might be required to manage the condition

Describe any environmental issues that might need to be considered

Daily care requirements

Specific support for the pupil's educational needs

Specific support for the pupil's social needs

--

Specific support for the pupil's emotional needs

--

Arrangements for school visits/trips/out of school activities required

--

Any other relevant information

--

Describe what constitutes an emergency and the action to be taken when this occurs

--

Named person responsible in case of an emergency

In school:
For off-site activities:

Does pupil have an emergency healthcare plan? YES/NO

Staff training required/undertaken

Who:
What:
When
Cover arrangements

(see separate staff training form)

People involved in development of plan

--

Appendix 4: Parental agreement for CSS to administer medication

The school will not give your child medication unless you complete and sign this form. The school has a policy where staff can administer medication (this information is included in the induction pack on entry to CSS).

Name of pupil	
Date of birth	
Group/class/form	
Medical condition or illness	

Details of medication

Name/type of medication (as described on container)	
Expiry date	
Dosage and method of administration	
Timing of administration	
Any special precautions or other instructions	
Can pupil self-administer medication?	YES/NO
Procedures to take in an emergency	

Note: medication must be stored in the original container as dispensed by the pharmacy

Contact details

Name	
Relationship to pupil	
Daytime phone no	
I understand I must deliver the medication personally to	

Date of review _____

The above information is, to the best of my knowledge, accurate at the time of writing, and I give my consent for the school staff to administer medication in accordance with their policy, and the instructions given with the medication. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medication is stopped.

Parent/Carer Signed: _____

Print name: _____

Date: _____

Appendix 5: Record of medication administered to an individual child CSS

Name of pupil	
Group/class/form	
Date medication provided by parent	
Quantity received	
Name and strength of medication	
Expiry date	
Dose and frequency of medication	
Quantity returned	

Staff signature: _____

Parent/carer signature: _____

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

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

Appendix 6: Staff training record Children's Support Service

Name of staff member	
Type of training received	
Training provided by	
Profession and title	
Date training completed	

I confirm that _____ (insert staff members name) has received the training detailed above and is competent to carry out any necessary treatment/to administer medication.

I recommend that this training is updated _____

Trainer signature: _____

Date: _____

I confirm that I have received the training detailed above:

Staff signature: _____

Date: _____

Suggested review date: _____