



Supporting Children with Medical Needs Policy

Date: September 2023

Review date: September 2024

Approved by Advisory Board: October 2023

Linked with other policies:

- Accessibility Plan
- Complaints
- Equality
- Health and Safety (including First Aid, Intimate Care & Bodily Fluids)
- Safeguarding incorporating Child Protection
- Special Educational Needs Information Report and Policy

Signed:

A handwritten signature in blue ink, appearing to read 'S. Day' with a horizontal line at the end.

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V2	September 2022	P3 Aims bullet point 8	Added 'UK' to GDPR
		P4 paragraph 3	Just One Norfolk details added as the school nursing service.
		P4 paragraph 4	Medication review letter and form to be sent to parents annually (not termly)
		P4 paragraph 5	'named' emergency medication (eg. EpiPen, buccal midazolam) is kept in the filing cabinet in the office, which is locked when unoccupied.
		P4 paragraph 6	'Expiry date of the medication' has been removed from form (on advice from medical audit) Leftover or out of date medication to be returned to parents at the end of the school year (not term) for safe disposal
		P5 point 3.6	Just One Norfolk replacing 'Nursing service'
		P11	'in a log book kept in the school office replaced with 'on the school G Drive and on the CPOMS system'.
V3	September 2023	P4 and P7	'Jo Paffett' replaced with Karla King (School Support Manager)
		Throughout	SENCo replaced by school Support Manager
		P11	Amendment to Reporting procedures for student visits to the medical room and accidents/incidents above the reporting threshold.

1. Aims

All Saints School is an inclusive school and aims to provide all students with all medical conditions the same opportunities as others and achieve this by ensuring that:

- Students, staff and parents understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

The Directors will implement this policy by:

- Making sure sufficient staff are suitably trained and have the time to support students with medical needs;
- Making staff aware of student's condition, where appropriate;
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions;
- Providing teachers with appropriate information about the policy and relevant students;
- Developing and monitoring individual healthcare plans (IHPs);
- Ensuring that the information held by staff is used for the purpose of fulfilling their duty of care around children with medical conditions and in line with data protection and UK GDPR legislation.

The named person with responsibility for implementing this policy is Karla King, Support Manager

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on schools to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting students at school with medical conditions](#).

3. Roles and responsibilities

3.1 The Directors

The Directors have ultimate responsibility to make arrangements to support students with medical conditions. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that the school is welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs) including in contingency and emergency situations.

- Take overall responsibility for the development of IHPs.
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Contact the school nursing service Just One Norfolk (tel: 0300 300 0123) in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the service.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date. This includes asking for information from parents / carers on enrolment forms. A letter and form will be sent to all parents annually, after the Autumn half term, to review and update information as necessary.
- Ensure that there are clear guidelines on the storage of medication. This includes that emergency medication is readily available for students who require it at all times during the school day or at off-site activities. If the emergency medication needs to be locked up it is in the medical room and the keys are kept in the office. All non-emergency medication is locked up in the medical room cabinet. Students with medical conditions know where their medication is stored and how to access it if applicable. Certain 'named' emergency medication (eg. EpiPen, buccal midazolam) is kept in the filing cabinet behind the Receptionist's desk in the office, which is locked when unoccupied.
- Ensure only qualified First Aiders have access to and administer medication. All First Aid equipment including medications are checked by the First Aiders at least three times per year. The First Aiders ensure that all emergency and non-emergency medication brought into school is in its original packaging clearly labelled with the student's name, the name of the medication, route of administration, dose and frequency. If medication requires refrigeration it will be stored in an upright container and clearly labelled. Out of date medication is returned to parent/carer for safe disposal and at the end of the school year, any unused medication is returned to the parent/carer.

Sharps boxes are used for the disposal of needles and these are placed in the medical room on a shelf high enough for students not to be able to reach. If a sharps box is needed off site a named member of staff will take full responsibility of it.

- Ensure clear guidance is in place about record keeping for students with medical conditions.
- Ensure that the medical conditions policy is supported by a clear communication plan for staff, parents / carers, students and other key stakeholders to ensure its full implementation. Staff are informed and regularly reminded about the medical conditions policy through staff meetings, the noticeboard in the staff room, the medical needs folder in the shared area and on Pupil Asset.
- Ensure that the whole school setting is inclusive and favourable to students with medical conditions, this includes the physical environment as well as social, sporting and educational activities.
- The school ensures the needs of students with medical conditions are adequately

considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. The school supports all our students with the social problems that the majority of our students have.

- Ensure that all staff act in a professional manner and treat students with respect if intimate care is given.

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines only in exceptional circumstances e.g. on a school trip.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

If a student needs to be taken to hospital, a member of senior staff will always accompany them and stay with them until a parent / carer arrives. They will take with them a copy of the student's individual health care plan.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicines and equipment.
- Ensure the school has full emergency contact details for them.
- Ensure their child's medication and medication devices are labelled with their child's full name.
- Ensure their child has regular reviews about their condition with the relevant healthcare professional.

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with Just One Norfolk and notify them of any students identified as having a medical condition.

3.7 First Aiders have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses and where necessary ensure that an ambulance is called.
- Ensure that they are adequately trained and their training is up to date.

3.8 The school Support Manager and the Exams Officer have the additional responsibility to:

- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements.
- Ensure where a child has a special educational need identified in the EHCP that the IHP is linked to the EHCP.

4. Equal opportunities

Our school is clear about the need to 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 will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

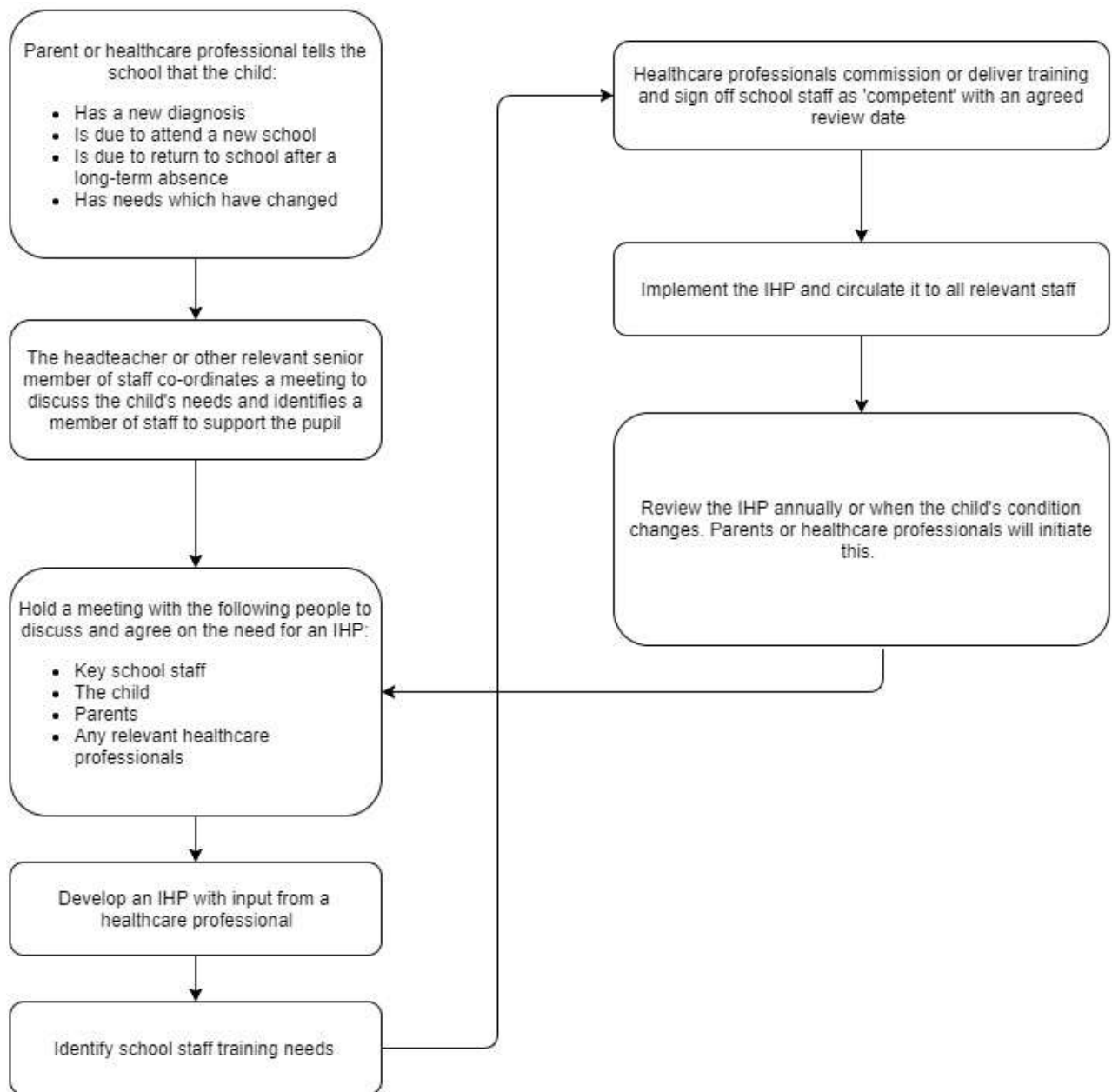
5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

A log of medicines administered is kept in the school office.

This contains the parental agreement to administer medicine form and individual medicine administered forms.



6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to Karla King (Support Manager)

Plans will be reviewed at least annually, or earlier if there is evidence that the student’s needs have changed.

Plans will be developed with the student’s best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Headteacher and school Support Manager will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the student's condition and the support required;
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition.
- What to do in an emergency, including who to contact, and contingency arrangements;
- These records are located in the staff area and paper copies are in the staff room in the confidential area. It is the responsibility of Karla King the School Support Manager to ensure the register and details on the IHP's are accurate and updated. There will be a central copy of the IHP but where there is a need for multiple copies Karla King will be responsible for ensuring that all copies are identical and updated.

7. Managing medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents' written consent.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled in the original packaging
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

A record is kept in the school office of all medicines administered both prescribed and pain relief. Emergency inhalers are kept by the school.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulation 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the school medical room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs. Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents.
- 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 IHPs.
- Penalise students for their attendance record if their absences are related to their medical

- condition, e.g. hospital appointments.
- Prevent students 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 student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.
- Administer, or ask students to administer, medicine in school toilets.

7.4 Off site or residential visits

Parents / carers are sent a visits or off site residential form to be completed and returned to each school /setting, parents / carers are asked to provide consent on their child's medication plan giving staff permission to administer medication as necessary. A copy of the IHP and equipment / medication must be taken on all off site activities.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the school Support Manager. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction. A record of the content and attendance at training is kept by Karla King the school Support Manager. New staff will have this as part of their induction process.

10. Record keeping

The Directors will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school or not taken medication. IHPs are kept in a readily accessible place which all staff are aware of. All student visits to the medical room are recorded on the CPOMS system. Accidents/incidents above the reporting threshold are also recorded in the Accident book held in the office and RIDDOR procedure followed as required.

11. Liability and indemnity

The Directors will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the school Support Manager in the first instance. If the Support Manager cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the Advisory Board every 2 years.