

Hartford Infant and Preschool  
&  
Hartford Junior School



Supporting Pupils with  
Medical Conditions  
Procedure  
May 2023

Lead person: Mrs Rae Lee  
LAB: Summer 2023  
Reviewed: 3 yearly review

## 1. Aims

This procedure aims to ensure that:

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

The Local Partnership Governing Body will implement this procedure by:

- making sure sufficient staff are suitably trained;
- making staff aware of pupil's condition, where appropriate;
- making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions;
- providing supply teachers with appropriate information about the policy and relevant pupils;
- developing and monitoring **Individual Healthcare Plans (IHPs)**.

The named person with responsibility for implementing this procedure is Mrs Rae Lee (Head Teacher).

## 2. Legislation and statutory responsibilities

This procedure meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on Local Partnership Governing Body to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting Pupils at School with Medical Conditions.

This procedure also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The Local Partnership Governing Body

The Local Partnership Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. The Local Partnership Governing Body 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 Head Teacher

The Head Teacher will:

- make sure all staff are aware of this procedure and understand their role in its implementation;
- ensure that there is a sufficient number of trained staff available to implement this procedure 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 pupils in this way;
- contact the school nursing service in the case of any pupil 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;
- ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date;
- keep a record of training completed by staff.

### **3.3 Staff**

Supporting pupils 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 pupils with medical conditions, although this is not mandatory it is hoped that staff will see this provision as part of normal pastoral care. This includes the administration of medicines.

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

### **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 Individual Health Plans (IHPs);
- carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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**

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

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as having a medical condition.

## **4. Equal opportunities**

Hartford Infant & Preschool and Hartford Junior School is clear about the need to actively support pupils with medical conditions to enable them to participate in school trips and visits, or in sporting activities.

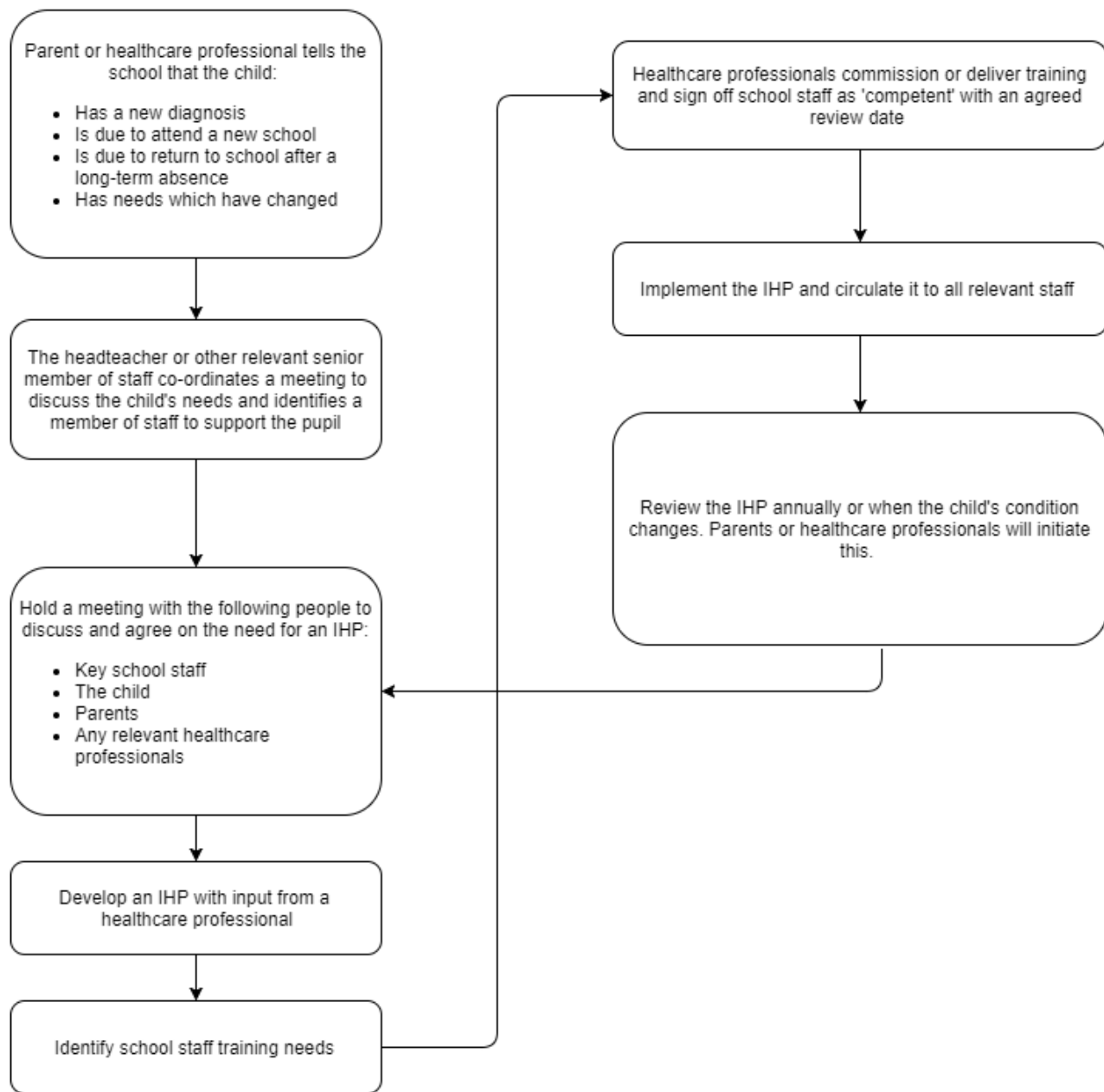
Hartford Infant & Preschool and Hartford Junior School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **5. Being notified that a child has a medical condition**

When Hartford Infant & Preschool and Hartford Junior School is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

Hartford Infant & Preschool and Hartford Junior 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 pupils who are new to our school.



## 6. Individual Healthcare Plans (IHP) (see Appendix 1)

The Head Teacher has overall responsibility for the development of IHPs for pupils with medical conditions. The daily implementation of this has been delegated to the school SENDCos (Mrs Vicky McGregor in HIPS and Miss Charlotte Deaves in HJS).

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

Plans will be developed with the pupil's best interests in mind and will set out:

- what needs to be done;
- when;
- by whom.

Not all pupils 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 Head Teacher 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 pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, a child's Education, Health and Care Plan (EHCP). If a pupil has SEN but does not have a statement or EHCP, 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 Local Governing Partnership Body and (Mrs V McGregor in HIPs and Miss Charlotte Deaves in HJS), will consider the following when deciding what information to record on IHPs:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil'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 pupil'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 pupil 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 pupil'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 pupil's condition and the support required;
- arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil 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 pupil can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition;
- what to do in an emergency, including who to contact, and contingency arrangements.

## 7. Managing Medicines

**Prescription (and non-prescription) medicines** will only be administered at school:

- when it would be detrimental to the pupil's health or school attendance not to do so and
- where we have parents' written consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil 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;

- specifically described for the pupil;
- labelled (suggest that medicine is in a clearly named box for storage and accessibility)
- provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage;
- parents/carers have completed the 'Agreement for Hartford Infant School to Administer Medicine' (see Appendix 2);
- staff are able to easily administer.

Parents/Carers must inform the school of any changes to the medication prescribed or administration.

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

Whilst no staff can be compelled to give medication to a pupil, it is hoped that the support given through parental consent will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the responsibility of the parent carer to make an appropriate alternative arrangement.

All medication will be stored in the school First Aid cupboard located in the school office\* or staff room fridge (where manufacture's instruction require medication is stored in a temperature-controlled environment).

\* Where it is necessary to have medication stored closer to the child e.g. a classroom, this will be arranged with the Head Teacher's permission and a Risk Assessment will be put in place.

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

## **7.1 Controlled drugs**

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

All controlled drugs are kept in a secure cupboard in the school office 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 Pupils managing their own needs**

Pupils 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. Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil 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 Intimate Care Plans**

Intimate care is any personal care that most people usually carry out for themselves and which involves washing, touching or carrying out an invasive procedure but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.

In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

The plans are created to support with administering of intimate care and where applicable we work in partnership with other agencies and incorporate their advice where appropriate.

#### **7.4 Unacceptable practice**

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

- prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil 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;
- if the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unknown to them;
- 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 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 pupil, including with toileting issues;
- expect that a parent has to give up working because the school is failing to support their child's medical needs;
- 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 to accompany their child;
- administer, or ask pupils to administer, medicine in school toilets.

#### **8. Emergency procedures**

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

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

#### **9. Training**

Staff who are responsible for supporting pupils 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 pupils 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 Head Teacher (Mrs R Lee) or the school SENDCos (Mrs Vicky McGregor in HIPS and Miss Charlotte Deaves in HJS). 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 pupils;
- fulfil the requirements in the IHPs;
- help staff to understand 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 training undertaken by all staff will be kept.

## **10. Record keeping**

The Local Partnership Governing Body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in the top drawer of the filing cabinet in the school office and shared with staff on a need to know basis and will be signed by the Head Teacher (or her representative e.g. the SENCo) and parent(s).

## **11. Liability and indemnity**

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

The details of the school's insurance policy are:

DfE RPA Policy Reference 143870 Unlimited Employer Liability

## **12. Complaints**

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

## **13. Monitoring arrangements**

This procedure will be reviewed and approved by the Local Advisory Body every 3 years.

## **14. Links to other policies and procedures**

This procedure links to the following policies:

- Accessibility Plan
- Complaints
- Equality information and objectives
- First Aid
- Health and safety
- Intimate Care Plan
- Child Protection and Safeguarding
- Special Educational Needs
- Special Educational Needs Information Report
- Medicine Policy
- Children with Health Needs who cannot Attend School



## Appendix 1 Individual Health Care Plan

Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family Contact Information</b>	
Name	
Relationship to child	
Mobile	
Name	
Relationship to child	
Phone mobile	
<b>Clinic/Hospital Contact</b>	
Name	
Consultant	
Phone no.	
<b>G.P.</b>	
Name	
Phone no.	
Adults responsible for providing support in school	
<b>Background</b>	
<b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc</b>	
<b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b>	
<b>Specific support for the pupil's educational, social and emotional needs</b>	
<b>Arrangements for school visits/trips etc</b>	
<b>Other information</b>	
<b>Describe what constitutes an emergency, and the action to take if this occurs</b>	
<b>Who is responsible in an emergency (state if different for off-site activities)</b>	
<b>Plan developed with</b>	
<b>Staff training needed/undertaken – who, what, when</b>	
<b>Form copied to (signed)</b>	

## Appendix 2

### Agreement for Hartford Infant & Preschool and Hartford Junior School to Administer Medicine

Please complete this form should you need School to administer essential/prescribed medicines to your child. You are then required to meet with the Head Teacher briefly to go through the form to ensure that School has all, and understands all, the details. In the absence of the Head Teacher, the School Secretary can perform this task.

#### PUPIL NAME

Class

Date of Birth

Address


#### MEDICAL CONDITION/ILLNESS

Symptoms, triggers, signs


#### MEDICATION

Expiry Date

Dosage and Method

Timing

Administration

Special precautions/other instructions

Side effects


What constitutes an **EMERGENCY**

Procedures to take in an emergency

Who is responsible in an emergency  
(state if different for off-site activities)

Head Teacher, Class Teacher

#### FURTHER INFORMATION

Daily care requirements

Specific support for the pupil's  
educational, social, emotional needs

Arrangements for school visits and  
trips etc

Staff training needed/undertaken –  
who, what, when

Any other information

Adult responsible for pupil's group to take medicine in named sealed container

**FAMILY CONTACT**

Name  
Relationship to child  
Tel (mobile)  
Tel (home)  
Tel (work)  
Name  
Relationship to child  
Tel (mobile)  
Tel (home)  
Tel (work)


**GP**

Name  
Telephone


**Staff responsible for providing support in School:**

Mrs R Lee, Head Teacher  
Mrs J McDonald, School Secretary  
Mrs M Hall Attendance and Admin  
Mrs E Rudd Office Manager  
Mrs S Orledge, Teaching Assistant and 'Four Day' First Aider

\_\_\_\_\_ (Additional name if required)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Hartford Infant and Preschool and Hartford Junior staff to administer medicine in accordance with their 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.

Parent Name (please print)	
Parent Signature	
Head Teacher Signature	
Date	