

St Joseph's RC Middle School



Supporting Pupils with Medical Conditions

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Headteacher – Mrs F Conley	Mrs F Conley
Chair of Governors – Mr T Neeson	Mr T Neeson

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Statement of Intent

St Joseph's RC Middle School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. this policy has been developed in line with the Department for Education's guidance released in April 2014 – 'Supporting pupils at school with medical conditions'.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

1. Key roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St Joseph's RC Middle school
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, 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 school's Complaints Policy
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy
- Keeping written records of any and all medicines administered to individual pupils and across the school population
- Ensuring the level of insurance in place reflects the level of risk

The Headteacher is responsible for:

- The day to day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of St Joseph's RC Middle School
- Ensuring the policy is developed effectively with partner agencies
- 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 pupil's medical condition
- Developing Individual Health Plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy
- Contacting the school nursing service in the case of any child who has a medical condition

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions
- Where necessary, making responsible adjustments to include pupils with medical conditions into lessons
- Supervising a child taking medication, if they have agreed to undertake that responsibility
- Undertaking training to achieve the necessary competency for supporting pupils 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 pupil with a medical condition needs help

School nurses are responsible for:

Notifying the school when a child has been identified with requiring support in school due to a medical condition
Liaising locally with lead clinicians on appropriate support

Parents and carers are responsible for:

Keeping the school informed about any changes to their child/children's health
Completing a parental agreement for school to administer medicine form before bringing medication to school
Providing the school with the medication their child requires and keeping it up to date
Collecting any left-over medicine at the end of the course or year
Discussing medications with their child/children prior to requesting that a staff member supervises medication being taken
Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the headteacher, other staff members and healthcare professionals

2. Definitions

'Medications' is defined as any prescribed or over the counter medicine
'Prescription medication' is defined as any drug or device prescribed by a doctor
A 'staff member' is defined as any member of staff employed at St Joseph's RC Middle School, including teachers

3. Training of staff:

Teachers and support staff will receive training on the Supporting Pupils 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 development

No staff member may 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
Inclusion Support Manager will keep a record of training undertaken and a list of teachers/teaching assistants qualified to undertake responsibilities under this policy

4. The role of the child:

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures
If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored
Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff

5. Individual Healthcare Plans (IHCPs):

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents, headteacher, Inclusion Support Manager and medical professionals

IHCPs will be reviewed at least annually or when a pupils medical circumstances change, whichever is sooner

Where a pupil has an Education, Health 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 or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the pupil needs to reintegrate

6. Medicines:

Where possible, it is preferable for medicines to be prescribed in frequencies that allow them to be taken outside of school hours

If this is not possible, prior to staff members supervising medication being taken, the parents of the pupil must complete and sign a parental agreement for a school to administer medicine form

No pupil will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances

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 pump) with dosage instructions.

Medication will be stored in a safe place

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.

Any medicines left over at the end of the course will be returned to the child's parents

Written records will be kept of any medication administered to pupils

Pupils will never be prevented from accessing their medication

St Joseph's RC Middle School cannot be held responsible for side effects that occur when medication is taken correctly

7. Emergency

Medical emergencies will be dealt with under the school's emergency procedures

Where and Individual Healthcare Plan (IHCP) is in place, it should detail:

1. What constitutes an emergency
2. What to do in an emergency

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher

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

8. Avoiding unacceptable practice

St Joseph's RC Middle School understands that the following behaviour is unacceptable:

Assuming that pupils with the same condition require the same treatment

Ignoring the views of the pupil and/or their parents

Ignoring medical evidence or opinion

Sending pupils home frequently or preventing them from taking part in activities at school

Sending the pupil to the office alone if they become ill

Penalising pupils 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, including toilet issues

Creating barriers to children participating in school life, including school trips

Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

9. Insurance

Teachers who undertake responsibilities within this policy are covered by the school's insurance

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the head teacher

10. Complaints

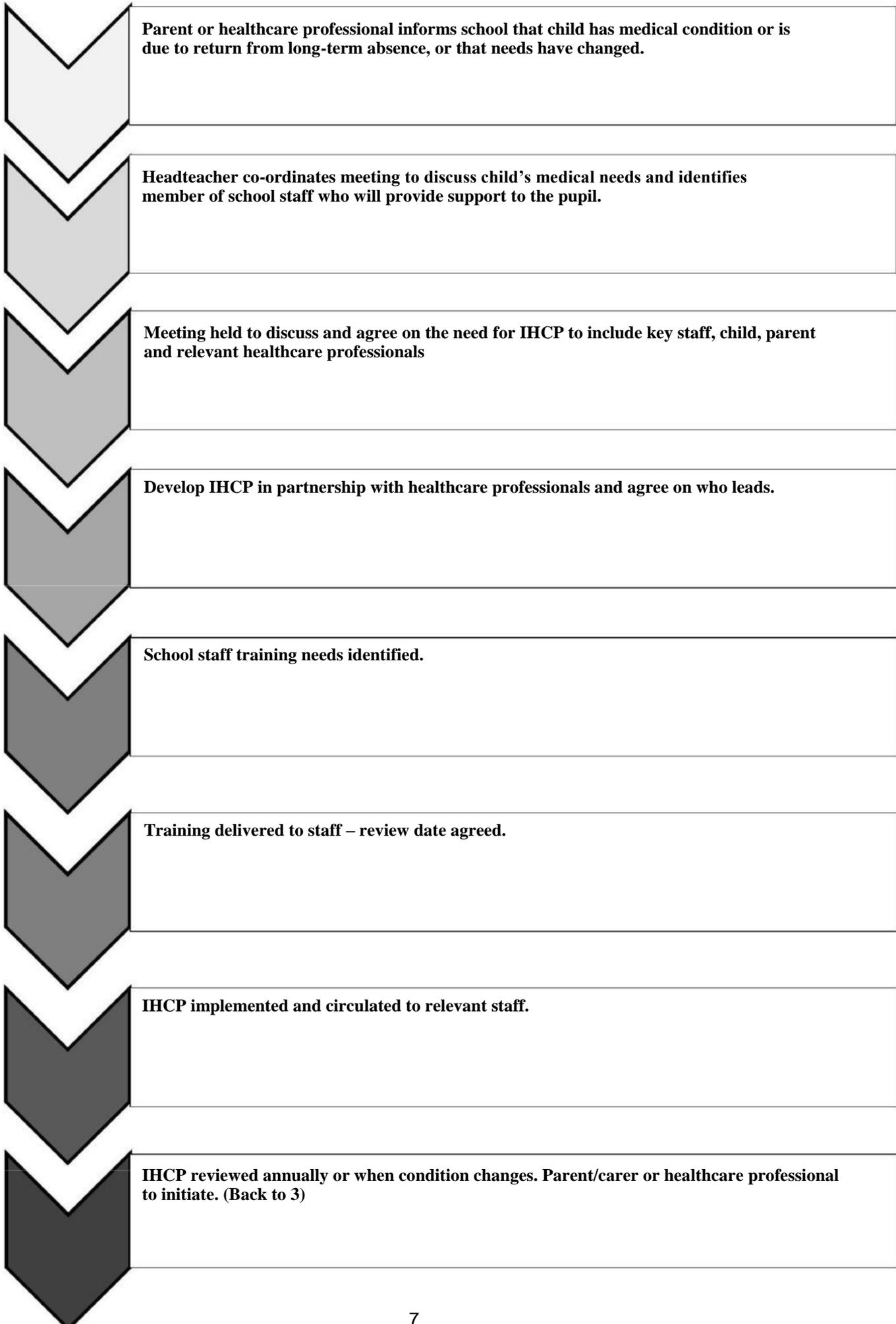
The details of how to make a complaint can be found in the complaints policy.

Stage 1 – Complaint heard by Staff Member

Stage 2 – Complaint heard by Headteacher

Stage 3 – Complaint heard by Governing Body Complaints Appeal Panel (CAP)

Appendix 1 – Individual Healthcare Plan implementation procedure.



Appendix 2: Individual healthcare plan template

St Joseph's RC Middle School

Individual Healthcare Plan

Child'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)	

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

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

Form copied to

Appendix 3 – Parental agreement for school to supervise any medicine being taken



St Joseph's RC Middle School

N.B. School staff will not administer medication, however, a member of staff will supervise the medication being taken following the advice given below.

Parental request form for medicine to be administered to an individual child

Name of child: _____ Class _____

Date medicine sent into school: _____

Name of medicine: _____

Dosage and frequency: _____

Signature of parent: _____

Signature of staff supervising: _____

Appendix 5: staff training record – administration of medicines

Name of school/setting

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 _____

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.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Appendix 7: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

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 school's 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, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Mrs F Conley

Headteacher