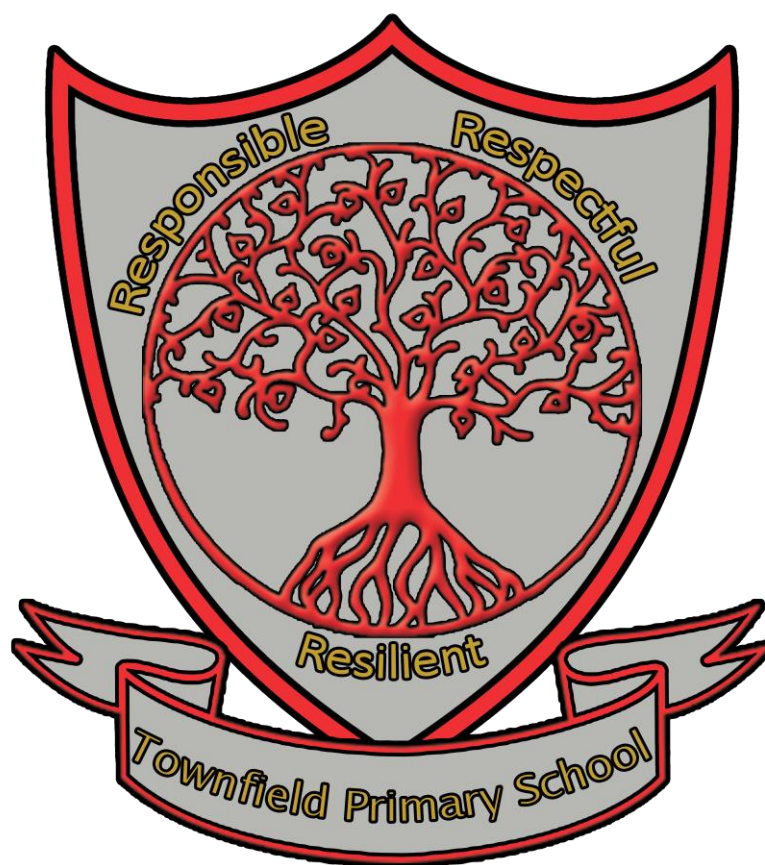


# Townfield Primary School

Supporting Pupils with Medical Conditions



This policy was approved by the Headteacher Spring 2021

This policy is due for review Spring 2022

**Townfield Primary School**  
**Supporting Children with Medical Conditions Policy**

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Appendix 1 – Individual Healthcare Plan

Appendix 2 – Parental Agreement for Administration of Medicine

Appendix 3 – Record of Medicine Administered to an individual child

Appendix 4 – Record of Medicine Administered to all children

Appendix 5 – Notification of Medical Condition Form

Appendix 6 – Record of all Feeds Administered

## Aims

This policy 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 governing body will delegate their responsibility to the head teacher to implement this policy.

The head teacher with the help of key personnel will implement this policy 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 policy is the head teacher**

## Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards 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](#).

## Roles and Responsibilities

### The governing body

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

### The head teacher

The head teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- 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 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

## **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 they will not be required to do so. 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 take into account 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.

## **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 IHP e.g. provide medicines and equipment

## **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.

## **School nurses and other healthcare professionals**

Our school nursing service will 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.

## **Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

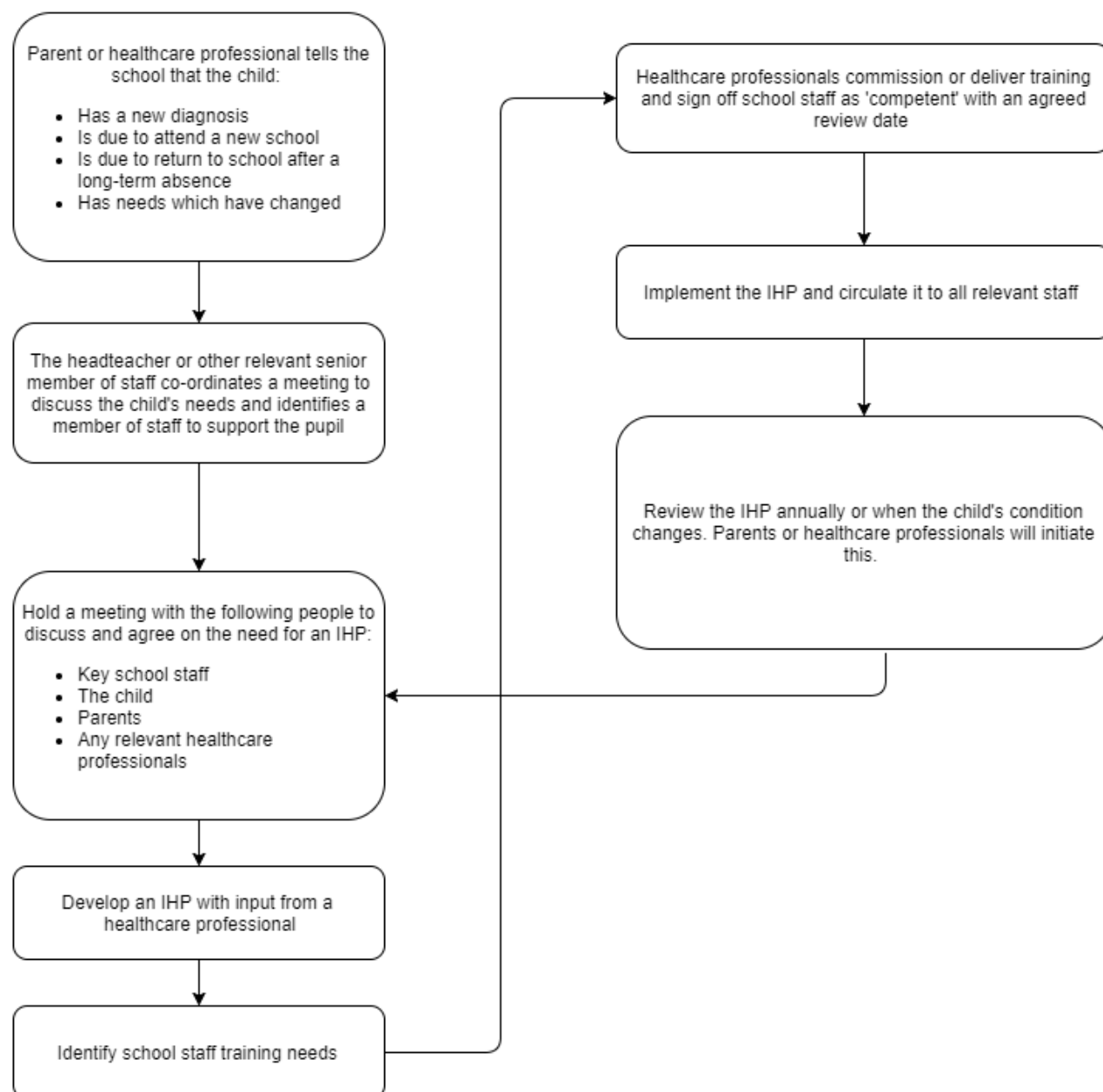
The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

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.

## Being Notified that a Child has a Medical Condition

When the school is notified that a pupil has a medical condition via completed medical condition notification form (see appendix 5), the process outlined below will be followed to decide whether the pupil 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 pupils who are new to our school.



Any medical conditions notified to the school, should be done by completing the relevant form, available from the school office or school website (**Appendix 5 – Notification of Medical Condition Form**).

## Individual Healthcare Plans

The head teacher has overall responsibility for the development of IHPs for pupils with medical conditions (**see appendix 1 IHCP**). This has been delegated to the SENCO.

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, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or 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 head teacher and the SENCO, 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

## 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 (**Appendix 2 – Parent Agreement Form Administration of Medicine**)

Staff administering medication will be given appropriate training, a record of those trained is held in the school office.

Pupils 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.

The school will only accept prescribed medicines that are:

- In date
- Labelled
- Provided in the original container, as dispensed by the pharmacist (save for over the counter medicines), 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. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents where possible to arrange for safe disposal when no longer required. If medicine is not collected by parents it is disposed of in the Clinical & Medical waste bin.

School will administer non-prescribed, over the counter medicines such as liquid paracetamol (e.g Calpol) if the parent/carer has brought in the medicine and given written permission. If a child were to become unwell during the day and require a non-prescribed medicine, the parent/carer would be invited to attend school and administer the medicine themselves. If a parent/carer is unable to attend school, written permission (e.g email) must be obtained before a member of staff administers a non-prescribed medicine. When administering non-prescribed medicines, a second member of staff must witness and sign off administration of the medicine.

## 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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other 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.

## **Tube Feeding**

If a pupil requires feeding via a feeding tube, the relevant staff members will be trained by medical professionals and it will be added to their Health Care Plan. The feeding equipment will be kept in an agreed location near to where the pupil is to be fed. Arrangements for where the feed takes place will be agreed between school, medical professionals, the parents and where appropriate, the pupil. The staff member administering the feed will record the feed using the proforma on appendix 6 of this policy.

## **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.

## **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 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, 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 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



## **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.

## **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 head teacher or SENCO. 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 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.

## **Home to Establishment Transport**

Most individuals with medical needs do not require supervision on transport but for children who do, trained escorts will be provided by the Local Authority. Guidance should be sought from the parent and health professionals as to whether supervision may be required and this should be included on the Individual Health Care Plan.

## **Common Conditions & Practical Advice**

The medical conditions in young people that most commonly cause concern in schools are administration of antibiotics, asthma, diabetes, epilepsy and severe allergic reactions (anaphylaxis). The following are sources of advice and further information as follows;

Asthma – <https://www.athma.org.uk/>

Epilepsy – <https://epilepsy.org.uk/>

Diabetes – <https://www.diabetes.org.uk/>

Attention Deficit and Hyperactivity Disorder (ADHD) – <http://www.nhs.uk/Conditions/Attention-deficit-hyperactivity-disorder/Pages/Symptoms.a>

### **Record Keeping**

The governing body will ensure that written records are kept of all medicine administered to pupils (**Appendix 2 Parental Agreement to Administer Medication (page 2) and Appendix 4 – Record of Medicine Administered to all Children**). Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

### **Liability and Indemnity**

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

### **Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with their class teacher in the first instance. If the class teacher cannot resolve the matter, they will direct parents to the head teacher and after this stage if a parent is still unhappy they will be directed to the school's complaints procedure.

### **Monitoring Arrangements**

This policy will be reviewed and approved by the governing body every 2 years.

### **Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First Aid
- Health and safety
- Safeguarding
- Special Educational Needs Policy



Children & Young People’s Department

*Specialist Support Team: Medical/Physical Needs*

[www.localofferwirral.org](http://www.localofferwirral.org)

### INDIVIDUAL HEALTH CARE PLAN

**School must have regard to the following DFE Statutory Guidance Document:  
‘Supporting Pupils at School with Medical Conditions’**

Name of Pupil:	School: Townfield Primary School
Medical/Physical Condition or Diagnosis:	School Policy for Supporting Pupils with Medical Needs is Available Through: School website
D.o.B:	Named Person at School with Overall Responsibility for Policy Implementation: C Kinnear
Year Group:	Author of IHCP: C Kinnear privilege
Date of IHCP:	Date for IHCP Review:

Contacts: Family and Professional		
Name	Contact Details: Telephone & E-mail	Attended IHCP Meeting

**Additional Support**

Additional support provided through:  
(please circle)

**EHCP:**  
Education, Health  
& Care Plan

**PFA:**  
Pupil Funding  
Agreement

**School Provision**

**Support Worker/s**

Name:

Designation:

Hours:

Name:

Designation:

Hours:

**Back-up Support Worker**

Name:

Designation:

Name:

Designation:

**Important Information about the Pupil's Medical/Physical Condition or Diagnosis****Pupil's View of their Health Needs and Support for those Needs (Likes and Dislikes)**

***If the pupil currently has a Person Centred Plan, please attach it to this IHCP.***

Medication Administered in School

Medication:

Medication:

Dose & Method:

Dose & Method:

Timing:

Timing:

Side Effects:

Side Effects:

Expiry Date:

Expiry Date:

Storage:

Storage:

Administered By:

Administered By:

Other Instructions:

Other Instructions:

-----  
**Parental Agreement for School to Administer Medication to the Child Named in this IHCP**

The information contained in the above section 'Medication Administered in School' is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff to administer the medication detailed above in accordance with school policy. 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.

I understand that I must deliver the medication personally to:

Parental Signature:

Print:

Date:

***Governing bodies should ensure that written records are kept of all medicines administered to children.***

Health Related Emergency Situations and Intervention

Fire – Personal Emergency Evacuation Plan (PEEP)

NO

YES

**If 'YES' has been ticked please attach PEEP to this IHCP**

Wirral's Personal Emergency Evacuation Plan format can be found on Wescom.

Daily Management Issues/Summary of Additional Support

Specific Moving/Handling Advice

*School should make reference to Wirral Local Authority's Health & Safety Policy & Guidance Document HS/ECS/014 - 'Safer Lifting & Handling Techniques'.*

*School should consider, in liaison with the pupil's occupational therapist and physiotherapist, the need to draw up a Manual Handling Plan to supplement this IHCP.*

Equipment Used in School

New equipment may need to be set up by the occupational therapist who ordered it. School should liaise with the Occupational Therapy Department once the equipment has been delivered.

**Wheelchairs – staff involved in moving children in wheelchairs should have access to the wheelchair's user manual to familiarise themselves with the wheelchair's operation. This will be available from parents.**

Educational Needs

Yes No

Is the pupil on the school's SEN Register?

Has advice been sought from external agencies to support learning?

If advice has been sought please detail:

Detail any identified barriers to learning and Advice to Subject Areas:

Exam Dispensation or Special Considerations:

Off Site Activities (School Trips, Residential and Work Experience)

*For advice about accessible transport contact Wirral Local Authority's Transport Department*

Social and Emotional Needs



Identified Training Implications for School Staff

*Wirral Training Directory*

Transition Planning

Any Other Issues

**Risk Assessment**

**A risk assessment/s may need to be carried out in support of this plan – for guidance and advice, School should contact Wirral Local Authority Health & Safety Department.**

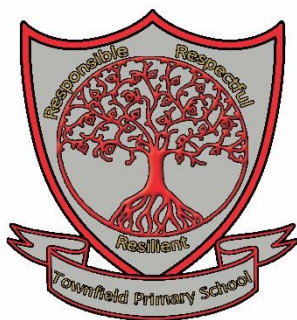
**Parents Declaration**

I agree to provide school with sufficient and up-to-date information about my child's medical needs. I will, where possible, attend IHCP meetings and reviews for my child. I agree to the support outlined in this IHCP, and will carry out any action I have agreed to as part of its implementation.

Parental Signature: .....

Date: .....

Child or Young Person's Signature: .....  
(where appropriate)



## TOWNFIELD PRIMARY SCHOOL PARENTAL AGREEMENT FORM ADMINISTRATION OF MEDICATION

Parental agreement for Townfield Primary School to administer medicine

Townfield Primary School will not give your child medicine unless you fully complete and sign this form, and the school or nursery has a policy that staff can administer medicine

### CHILD DETAILS

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Year Group/Class \_\_\_\_\_

Medical condition \_\_\_\_\_

Or illness \_\_\_\_\_

### MEDICINE

Medicine details \_\_\_\_\_

as on container \_\_\_\_\_

Date dispensed \_\_\_\_\_

Dosage \_\_\_\_\_

Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Any side effects we should know about? \_\_\_\_\_

### CONTACT DETAILS

Parent/Carer Name \_\_\_\_\_

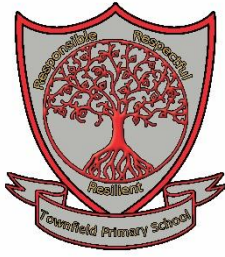
Contact number(s) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

**I accept that this is a service that Townfield Primary School is not obliged to undertake.  
I understand that I must notify Townfield Primary School of any changes in writing  
I understand that medication must be delivered and collected by an adult from the appropriate office.**

Signed:	_____	Date:	_____
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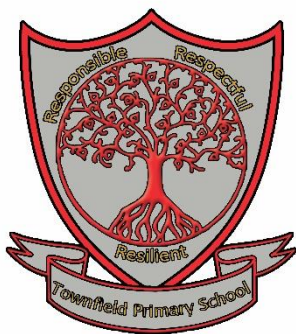


**Medication Administered to Individual**

Medication approved by parent overleaf administered as follows:-

Date	Time	By Whom & info	Witnessed by





# TOWNFIELD PRIMARY SCHOOL

## Notification of Medical Condition Form

### CHILD DETAILS

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Year Group/Class \_\_\_\_\_  
 \_\_\_\_\_

### MEDICAL CONDITION

- |                                   |                                   |  |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> ADHD     | <input type="checkbox"/> Asthma   | <input type="checkbox"/> Anaphylaxis (severe allergy)  |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Other (provide details below) |

Other condition \_\_\_\_\_

Brief condition \_\_\_\_\_  
 information/summary \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### MEDICAL CONDITION SUPPORTING DOCUMENTATION

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> IHCP (if available) | <input type="checkbox"/> Asthma Card     | <input type="checkbox"/> Allergy Action Plan           |
| <input type="checkbox"/> Diabetes Record     | <input type="checkbox"/> Epilepsy Record | <input type="checkbox"/> Other (provide details below) |

Other condition \_\_\_\_\_

**MEDICAL CONDITION MEDICATION TO BE HELD/ADMINISTERED BY SCHOOL**

Medicine details \_\_\_\_\_

as on container

Date dispensed \_\_\_\_\_

Dosage \_\_\_\_\_

Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Any side effects we  
should know about? \_\_\_\_\_



**Policy/Plan administration**

<b>Version number</b>	1.2
<b>Details of any amendment(s)</b>	
<b>Date of issue</b>	Spring 2021
<b>Electronic copies of this plan are available from</b>	The school website
<b>Hard copies of this plan are available from</b>	The school office
<b>Date of next review</b>	Spring 2022
<b>Person responsible for review</b>	Updated by SEN & AHT