



## Supporting Pupils and Staff with Medical Conditions Policy

Written and ratified September 2018

Next review September 2019

### Statement of intent

The governing board of Dussindale Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils and staff with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Dussindale Primary School believes it is important that staff and parents/carers of pupils with medical conditions feel confident that the school provides effective support for a person's medical condition, and that all feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Staff and pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some individuals with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

To ensure that the needs of individuals with medical conditions are fully understood and effectively supported, Dussindale Primary School consults with health and social care professionals, staff, pupils and their parents/carers.



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## Legal framework

This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

## Roles and responsibilities

The governing board:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils and staff with medical conditions.
- Ensures that individuals with medical conditions can access and enjoy the same opportunities as any other person at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, individuals with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each person and what support is required to support their individual needs.
- Instils confidence in parents/carers and individuals in the school's ability to provide effective support.



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- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective individual is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that individuals health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil or staff into school at times where it would be detrimental to the health of that person or others to do so, such as where the individual has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

#### The headteacher:

- Ensures that this policy is effectively implemented with stakeholders.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations.
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Has overall responsibility for the development of IHPs.
- Ensures that staff are appropriately insured and aware of the insurance arrangements.
- Contacts the school nursing service where a pupil with a medical condition requires support that has not yet been identified.

#### Parents/carers:

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

#### Pupils/Staff member:

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP.
- Are sensitive to the needs of others with medical conditions.

#### School staff:

- May be asked to provide support to individuals with medical conditions, including the administering of medicines, but are not required to do so.



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- Take into account the needs of the individual with medical conditions deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting individuals with medical conditions.
- Know what to do and respond accordingly when they become aware that an individual with a medical condition needs help.
- Liaises with lead clinicians locally on appropriate support for individuals with medical conditions.

#### The role of other healthcare professionals

- Notify the school when an individual has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHPs.
- May provide support in the school for individuals with particular conditions, e.g. asthma, diabetes, cancer and epilepsy.
- Providers of health services co-operate with the school, including ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

#### Admissions

No individual is denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.

An individual may only be refused admission if it would be detrimental to the health of others to admit them into the school setting.

#### Notification procedure

When the school is notified that an individual has a medical condition that requires support in school, the school begins to arrange a meeting with parents/carers, healthcare professionals and the individual, with a view to discussing the necessity of an IHP.

The school does not wait for a formal diagnosis before providing support. Where an individual's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the headteacher based on all available evidence (including medical evidence and consultation with parents/carers).

For an individual starting at the school in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.

Where a pupil joins the school mid-term or a new diagnosis is received, arrangements are put in place within two weeks.



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## **Staff training and support**

Any staff member providing support to an individual with medical conditions receives suitable training.

Staff do not undertake healthcare procedures or administer medication without appropriate training.

Training needs are assessed by the school through the development and review of IHPs, on a termly basis for all school staff, and when a new staff member arrives.

Through training, staff have the requisite competency and confidence to support individuals with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.

The school nurse confirms the proficiency of staff in performing medical procedures or providing medication.

A first-aid certificate does not constitute appropriate training for supporting individuals with medical conditions.

Whole-school awareness training is carried out on a termly basis for all staff, and included in the induction of new staff members.

## **Parents/carers of pupils with medical conditions**

Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

The governing board will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

## **Self-management**

Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.

Individual's medications are held in suitable locations that can be accessed quickly and easily.

If an individual refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the individual's IHP is followed. Following such an event, parents/carers are informed so that alternative options can be considered.



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If an individual with a controlled drug passes it to another for use, this is an offence and appropriate disciplinary action is taken in accordance with our Drugs and Alcohol Policy.

### Supply teachers

Provided with access to this policy.

Informed of all relevant medical conditions of individuals in the class they are providing cover for.

Covered under the school's insurance arrangements.

### Individual healthcare plans (IHPs)

The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for an individual, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher makes the final decision.

The school, parent/carer(s)/staff member and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the individual is also involved in the process.

IHPs include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments.
- The individual's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
- The support needed for the individual's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Whether an individual can self-manage their medication.
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
- Cover arrangements for when the named supporting staff member is unavailable.
- Who needs to be made aware of the individual's condition and the support required.
- Arrangements for obtaining written permission from parents/carers and the headteacher for medicine to be administered by school staff or self-administered by the individual.
- Separate arrangements or procedures required during school trips and activities.



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- Where confidentiality issues are raised by the parent/carer(s) or individual, the designated person to be entrusted with information about the individual's medical condition.
- What to do in an emergency, including contact details and contingency arrangements.

Where an individual has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.

IHPs are easily accessible to those who need to refer to them, but confidentiality is preserved.

IHPs are reviewed on at least an annual basis, or when an individual's medical circumstances change, whichever is sooner.

Where a pupil has an EHC plan, the IHP is linked to it or becomes part of it.

Where a child has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their IHP.

Where a pupil is returning from a period of hospital education, alternative provision or home tuition, Dussindale Primary School works with the education provider to ensure that their IHP identifies the support the child needs to reintegrate.

## Managing medicines

In accordance with the school's Administering Medication Policy, medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Pupils under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent - except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the school encourages the pupil to involve their parents/carers, while respecting their right to confidentiality.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional

No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.

Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.

Parents/carers are informed any time medication is administered that is not agreed in an IHP.



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The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines are stored safely. Pupils know where their medicines are at all times and are able to access them immediately, whether in school or attending a school trip/residential visit. Where relevant, pupils are informed of who holds the key to the relevant storage facility.

When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.

Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.

The school holds asthma inhalers for emergency use. The inhalers are stored in the medical room and their use is recorded. Inhalers are always used in line with the school's Asthma Policy.

Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.

Records are kept of all medicines administered to individual pupils - stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

### **Adrenaline auto-injectors (AAIs)**

The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with the school's Allergen and Anaphylaxis Policy.

A Register of AAIs will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Where a pupil has been prescribed an AAI, this will be written into their IHP.

Pupils who have prescribed AAI devices, have them stored in in close location to the child.

Staff members are how to administer an AAI, and the sequence of events to follow when doing so.



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In the event that an AAI is used, the emergency services and pupil's parents/carers will be notified that an AAI has been administered and they will be informed whether this was using the pupil's or the school's device.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

### **Record keeping**

Written records are kept of all medicines administered to individuals.

Proper record keeping protects both staff and pupils, and provides evidence that agreed procedures have been followed.

### **Emergency procedures**

Medical emergencies are dealt with under the school's emergency procedures.

Where an IHP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Pupils are 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 remains with the pupil until their parents/carers arrive.

When transporting individuals with medical conditions to medical facilities, staff members are informed of the correct postcode and address for use in navigation systems.

### **Day trips, residential visits and sporting activities**

Individuals with medical conditions are supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments should be taken to enable individuals with medical conditions to



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participate. In addition to a risk assessment, advice is sought from individuals, parents/carers and relevant medical professionals.

The school will arrange for adjustments to be made for all individuals to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

### **Unacceptable practice**

The school will never:

- Assume that individuals with the same condition require the same treatment.
- Prevent individuals from easily accessing their inhalers and medication.
- Ignore the views of the individual and/or their parents/carers.
- Ignore medical evidence or opinion.
- Send individuals home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell individual to the medical room or school office alone or with an unsuitable escort.
- Penalise individuals with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they have to give up working because the school is failing to support their child's needs.
- Create barriers to individuals participating in school life, including school trips.
- Refuse to allow individuals to eat, drink or use the toilet when they need to in order to manage their condition.

### **Liability and indemnity**

The governing board ensures that appropriate insurance is in place to cover staff providing support to individuals with medical conditions.

The school holds an insurance policy with name of policy provider covering liability relating to the administration of medication. The policy has the following requirements:

All staff must have undertaken appropriate training.

The school holds an insurance policy with name of policy provider covering healthcare procedures. The policy has the following requirements:

All staff providing such support are provided access to the insurance policies.



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In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

## **Defibrillators**

The school has a Mediana HeartOn A15 automated external defibrillator (AED).

The AED is stored in the school office.

All staff members and pupils are aware of the AED's location and what to do in an emergency.

No training is needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members with First Aid are trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used, or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

This policy should be read in line with all other school policies.



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