Supporting Pupils with Medical Conditions Policy

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Approved by	Trustee Safeguarding and Health & Safety Committee
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Related Trust policies	• Attendance • Anti-bullying • Asthma • Child Protection • Complaints • Educational Visits • First Aid • Health & Safety • Intimate Care • Physical Intervention • Special Educational Needs & Disability • Staff Code of Conduct • Whistleblowing
Related national guidance	• DfE: Supporting pupils with medical conditions 2015 • DfE: SEND Code of Practice 2015 • DfE: Keeping Children Safe in Education 2024
Availability	Accessible via Share Point and individual school websites

Policy for supporting children with medical conditions and managing medicines

This policy has been structured based upon the most recent government advice "Supporting pupils at school with medical conditions" *(DfE-December 2015)*,

Hull Collaborative Academy Trust (HCAT) adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The statutory guidance, supporting pupils at school with medical conditions, is available to read on the Government website,
www.gov.uk/government/publications/supportingpupils-at-school-with-medical-conditions--3

The prime responsibility for a pupil's health rests with parents. It is anticipated that parents / carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at school.

HCAT schools take advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

HCAT schools will also ensure that the arrangements to support a child with medical needs give parents and pupils confidence in the school's ability to provide effective support. The arrangements will also show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care.

All schools within the Trust will build positive relationships with relevant healthcare professionals and other agencies and listen to and value the views of parents/carers and pupils in order to effectively support their medical conditions.

Aims

We are committed to assisting children with long-term or complex medical conditions and working in partnership with their parents /carers.

- To ensure that pupils at school with short or long term medical conditions are properly supported so that they have full access to education, including off-site activities and residential visits.
- Make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
- To ensure that parents and children have confidence in the medical support arranged at school.
- To work in partnership with Health Service colleagues.
- To be fully compliant with the Equality Act 2010 and its duties.
- To manage medicines within school in accordance with government and local advice.
- To keep, maintain and monitor records as detailed in this policy.
- To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
- To ensure that the pupils in our school are safe and are able to attend school regularly with their medical condition.
- To support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.

- To adhere to the statutory guidance contained in "Supporting pupils at school with medical conditions" *(DfE April 2014)*, and "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" *(DSCB 2011)*[1] as set out and agreed with the school's Teaching Committee

Roles and Responsibilities

The Headteacher will ensure the following:

- that are informed about the implementation and effectiveness of this policy,
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- liaison with the School Stakeholder Group in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs

The School Stakeholder Group and Trustees will:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the school's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the schools ability to support their child's medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;
- ensure that parents / carers are aware of the school's complaints policy

The SENCO is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained
- All staff are made aware of a child's condition • cover arrangements in case of staff absence/turnover is always available
- Aupply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out
- Individual healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed. The plan should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimizes disruption.
- Transitional arrangements between schools are carried out
- If a child's needs change, the above measures are adjusted accordingly

Qualified First Aid trained staff are responsible for the administration of medication in schools Their role is to:-

- Ensure that the medicine has been prescribed by a health professional.
- Receive the medicine and consent form from the parent and check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- Pass on relevant information to those members of staff who are administering the medicine.

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 as part of the implementation of the HCP eg, provide medication and, where necessary equipment, plus ensure they or another nominated adult are contactable at all times.

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 HCPs. They are also expected to comply with their HCPs.

Equal Opportunities

All our school are 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.
Schools 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.

Individual Health Care Plans

Individual Healthcare Plans (Appendix 1) will be developed for pupils with medical conditions. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.
Schools within the Trust will use the recommended templates (DfE) to capture relevant information that will enable an appropriate plan to be structured. The templates cover a range of issues for which Trust have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils.
The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.
Where pupils have been issued with an Education and Health Care Plan (EHCP) by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHCP.

Procedures for managing prescription medicines which need to be taken during the school day

- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and will reserve the right to administer non-prescribed medication, if necessary.
- Any medicines to be given in school must be given to the relevant member of staff at the start of the school day. Children are not allowed to carry medicines

themselves. (See Asthma policy for guidance on inhalers)

- Medicines must be brought to school in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration.
- Where a child needs more than one prescribed medicine, each should be stored in a separate container.
- The school will never accept nor administer medicines that have been taken out of the original container. Nor will they make changes to dosages on parental instructions.
- It is to be noted that medicines which need to be taken three times a day should be taken before school, after school and at bedtime if possible.
- All emergency medicines, such as asthma inhalers, Adrenaline auto-injector devices should be readily available to children and not locked away.
- Storage of other emergency medication e.g. Adrenaline auto-injector devices will be included in individual care plans (See Appendix 1) and will be decided in consultation with the child, class teacher, health professional and parents.

Procedures for managing prescription medicines on school visits

- We encourage pupils with medical needs to fully participate in safely managed visits. Reasonable adjustments to this policy will be considered in such cases and may include the necessity for a risk assessment for specific children.
- Staff supervising school visits will always be aware of any medical needs, medication and relevant emergency procedures. A copy of any health care plans, will be taken on visits in the event of this information being needed in an emergency.
- Staff taking pupils on a school visit should always ask for an up to date class medical list in preparation for the visit.

Visit consent forms are filled in for each pupil annually.

Parents are given the opportunity to provide details of any medical needs. These are updated on pupil records.

Procedures for managing prescription medicines during sporting activities

- Any restrictions on a pupil's ability to participate in PE, including the need for medication, will be recorded in their health care plan. All adults will be aware of issues of privacy and dignity for pupils with particular needs.
- Some pupils may need to take precautionary measures before or during exercise. Children need immediate access to necessary specific medicines such as inhalers (see Asthma Policy)

Administering medicines to pupils

- Medicines will only be administered by the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent). See Appendix 2
- Any member of staff giving medicines to a pupil will check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- If in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicines to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional related to the school e.g. school nurse.
- Staff administering the medicines will complete and sign the appropriate record each time they give medicine to the child. (See Appendix 3)

Parental responsibilities in respect of their child's medical needs/medication required

Parents are asked to provide the school with sufficient and up-to-date information about their child's medical needs using a standard form (Appendix 2) so that arrangements to manage their short or long term medical conditions can be implemented in partnership.

- Parents must inform the school in writing about any particular needs before a child is admitted or when a child first develops a medical need.
- It must be a parent (or someone with parental responsibility) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come to school to administer themselves.
- Parents must complete the appropriate form before any medicines can be administered by a member of staff.
- Parents are responsible for handing the medicine to the relevant member of staff at the beginning of the school day and collecting the medication at the end of the day.
- Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement.
- It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions

It must be remembered that the prime responsibility for a child's health rests with parents / carers.

Refusel or too unwell to take medication

If a child or young person refuses to take medicine as prescribed and as requested by parents the records (Appendix 3) must state 'REFUSED' clearly and the parents/carer informed immediately. Children / young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill / injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

Contacting emergency services

If a child requires emergency care and an ambulance has to called without delay. Appendix 6 provides guidance on information emergency services will need to enable them to respond accordingly.

Staff training and support

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.
Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Safeguarding Lead) if they become concerned about the welfare of an individual pupil. If an Individual Healthcare Plan is applied to particular children / young people, additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Adrenaline auto-injector devices. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained. (See Appendix 5: staff training record).

Health and Safety

The Trust has a responsibility for the health and safety of pupils in their care, as well as staff within their employment. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their peers. Individual procedures may be required. The employer is responsible for making sure that relevant staff

know about and are, if necessary, trained to provide any additional support these pupils may need.

Disposal of Medication

- School staff should not dispose of medicines. Parents should collect medicines held at the end of each term.
- If parents do not collect medicines held they should be taken to a pharmacy for safe disposal.
- Sharps boxes should always be used for the disposal of needles.

Record Keeping

All medication given to pupils will be recorded on the relevant form at the time of administration.

Best Practice

All schools will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

- ensure that pupils have access to the medicine they need as arranged with parents;
- manage each medical condition through an Individual Healthcare Plan;
- provide supply teachers and temporary staff with access to pupil details including medical needs
- listen to the views of pupils and their parents and take advice from medical professionals in planning the support needed;
- ensure that pupils with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in school on and off-site activities, meeting their medical needs in the best way possible.

Liability and indemnity

Indemnity will be provided to any member of staff who is providing support to pupils with medical conditions and has received sufficient and suitable training, as per the Department for Education (DfE) Risk Protection Arrangement (RPA).

Complaints

If parents or pupils are dissatisfied with the support provided by school, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendices to be used within HCAT schools where appropriate and relevant

Appendix 1

Individual Healthcare Plan

Child's name		
Class		
Date of birth		
Child's address		
Medical diagnosis or condition		
Date		
Review date		

Family contact information

Name(s)	
Relationship to child	
Phone numbers (home, work mobile)	

Clinic/Hospital Information

Name	
Phone number	

GP

Name	
Phone number	

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

Signed

Parent	
School	
Other (state who)	
Date	

Appendix 2

Request for school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s):

Date:

Appendix 3

Record of medication administered in school

Date	Pupils Name	Time	Name of medication	Dose given	Any reactions	Signature of staff	Print name

Appendix 4

Request for pupil to carry their medication

Form for parents to complete if they wish for their child to carry his/her own medication. This form **must** be completed by parents/guardians.

Pupils Name:_____ **Class**:_____

Address:_____
_____
_____-

Condition or illness:_____
_____
_____

Name of medicine:_____
_____

Procedures to be taken in an emergency:_____
_____
_____
_____

Contact information

Name:_____

Daytime phone number:_____

Relationship to child:_____

I would like my son/daughter to keep his/her medication with him/her for use as necessary.

Signed:_____

Date:_____

Relationship to child:_____

Appendix 5

Staff training record – Administration of medical treatment

Form for recording medical training for staff.

Name:_____

Training received:_____

Date training completed:_____

Training provided by:_____

I confirm that _____ has received the training detailed above.

Trainers 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

Table of changes

Date	Change or inclusion
June 2023	Added: ▪ Roles and Responsibilities - Parents - Pupils ▪ Equal Opportunities
April 2024	Added • New paragraph to '*Policy for supporting children with medical conditions and managing medicines'* • Liability and indemnity
December 2024	• Reference to Adrenaline auto-injector devices included.