

Torfield and Saxon Mount Academy Trust



Federation Supporting Pupils with Medical Conditions Policy

October 2016

Contents:

[Statement of intent](#)

1. [Key roles and responsibilities](#)
2. [Definitions](#)
3. [Training of staff](#)
4. [The role of the child](#)
5. [Individual Healthcare Plans \(IHCPs\)](#)
6. [Medicines](#)
7. [Emergencies](#)
8. [Avoiding unacceptable practice](#)
9. [Insurance](#)
10. [Complaints](#)
11. Appendices
 1. [Individual healthcare plan implementation procedure](#)
 2. [Individual healthcare plan template](#)
 3. [Parental agreement for a school to administer medicine template](#)
 4. [Record of medicine administered to an individual child template](#)
 5. [Record of medicine administered to all children](#)
 6. [Staff training record – administration of medicines](#)
 7. [Contacting emergency services](#)
 8. [Model letter inviting parents to contribute to individual healthcare plan development](#)

Statement of intent

The Federation of Torfield and Saxon Mount Community 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" and reflects the statutory changes (Children and Families Act 2014) regarding the roles of the governing body, effective from 1st September 2014

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

1.1. **The Local Authority (LA) is responsible for (while they are the provider for purchased advice by the academy trust):**

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. 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.

1.2. **Executive Headteacher, on behalf of the Board of Directors and AAB is responsible for:**

- 1.2.1. Review of the Supporting Pupils with Medical Conditions Policy and procedures of The Federation of Torfield and Saxon Mount School.
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy or communicating complaints to the Board.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Ensuring that written records of any and all medicines administered to individual pupils and across the school population are kept.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. **The Head of School/Assistant Headteacher is responsible for:**

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of The Federation of Torfield and Saxon Mount Community School.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing **Individual Healthcare Plans** (IHCPs) where required.
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.9. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility and it is part of their role.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility and it is part of their role.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5. School nurses are responsible for:

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support. Supporting school staff in their understanding of particular medical conditions.

- 1.5.3. Participating in multi-agency meetings where pupils may be identified requiring further support.

1.6. **Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a **Medicines Consent Form** before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires, in the original packaging clearly labelled by Pharmacist and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an **Individual Healthcare Plan** (IHCP) for their child in collaboration with the Assistant Headteacher, other staff members and healthcare professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine. Used to treat or prevent occurrence of symptoms.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at The Federation of Torfield and Saxon Mount Community School, including teachers and support staff.

3. Training of staff

- 3.1. Teachers and support staff will receive advice on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. The Assistant Headteacher who undertakes responsibilities under this policy will receive the following training externally:
 - Administration of Medicines

- 3.4. The clinical lead for this training is Jane Collins school nurse at Saxon Mount School and at Torfield School.

4. The role of the child

- 4.1. Older pupils who are 14+ will be encouraged to take responsibility for managing their own medicines and procedures with adult support as necessary. Although they may not carry medication on them unless specified.
- 4.2. Their medicines will be located in an easily accessible location. Unlocked cupboard for emergencies medication. Locked cabinet for all other controlled medication.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the parents/carers, pupil, Assistant Headteacher, Office Staff and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. 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 child needs to reintegrate.

6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a **Medicine Consent Form** for the school to administer medicine .

- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances, parental permission can be given by phone in exceptional circumstances.
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage and support the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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. Medicines which do not meet these criteria will not be administered.
- 6.7. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.8. Controlled drugs may only be taken on school premises by the parent or adult escort. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.9. Medications will be stored in the First Aid Room, in a locked cabinet (other than emergency use medications such as inhalers)
- 6.10. Any medications left over at the end of the course will be returned to the child's parents.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Pupils will never be prevented from accessing their medication.
- 6.13. The Federation of Torfield and Saxon Mount Community School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

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

8. Avoiding unacceptable practice

8.1. The Federation of Torfield and Saxon Mount Community 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 First Aid room or school 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

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

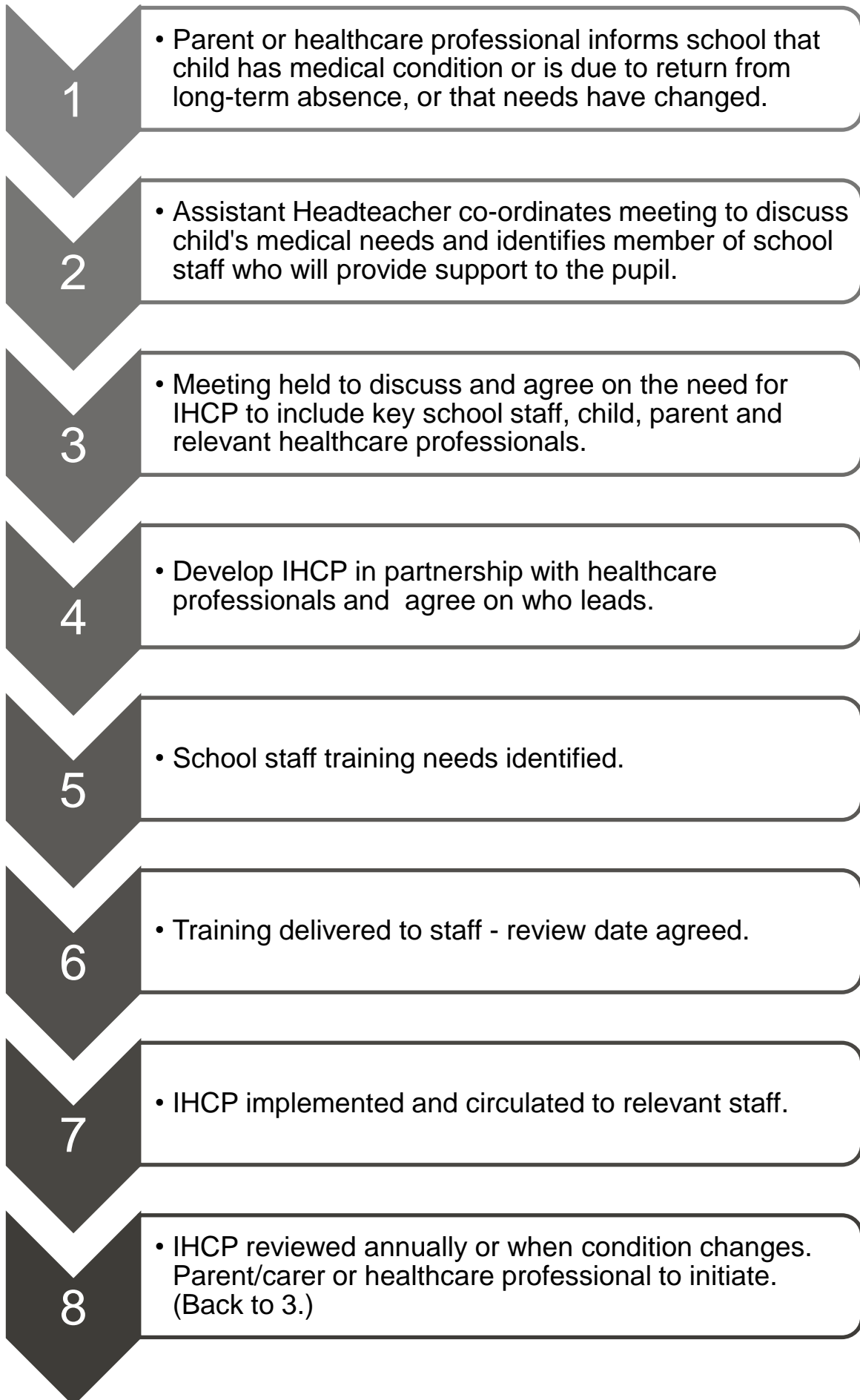
9.2. The trust have purchased into the government RPA risk protection programme.

9.3. Those who wish to see the RPA documents should contact the Director of Resources.

10. Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy:

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

**The Federation of Torfield and Saxon Mount Community School
Individual Health Care Plan**

Child's name

Tutor group

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 a school to administer medicine template

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

The Federation of Torfield and Saxon Mount Community School medicine administering form

Date for review to be initiated by

Name of child

Date of birth

Tutor group

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

The school office

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 4 - Record of medicine administered to an individual child template

The Federation of Torfield and Saxon Mount Community School record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Appendix 6 - 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 _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 7 - 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.

- Your telephone number –) **01424 428228** or **01424 426303**
- Your name.
- Your location as follows: **Torfield School, Croft Road, Hastings TN34 3JT and Saxon Mount School, Edinburgh Road, St. Leonards on Sea TN38 8HH.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

MODEL LETTER

Dear Parent,

RE: 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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, 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 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 include an Assistant Headteacher. 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 would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Caroline Higgins

Assistant Headteacher

Sian Hayward

Assistant Headteacher