



Northampton School ***for Boys***

Supporting Pupils at School with Medical Conditions

Approved by: Governors' Welfare Committee

Date: September 2020

Review Date: September 2021

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

This policy has been drawn up in accordance with the DfE guidance Supporting Pupils at School with Medical Conditions. In 2014, the duty to support students with medical conditions (Section 100 of the Children and Families Act 2014) was introduced to govern the way schools teach and care for children and young people with additional health needs. This was followed by the statutory guidance Supporting pupils at school with medical conditions (DfE, 2015).

This policy will be readily accessible to parents and school staff, and will be reviewed annually by the Director of Pupil Welfare to keep up-to-date with statutory and non-statutory guidance and legislation.

Purpose of policy

The purpose of this policy is to ensure arrangements are in place to support pupils at school with medical conditions, in light of updated guidance drafted by the Department of Education for governing bodies of maintained schools and proprietors of academies in England.

This policy outlines the correct procedures and protocols Northampton School *for Boys* will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

Aims

- To ensure arrangements are made for pupils with medical conditions to receive proper care and support
- To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation
- To identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurses, Headteacher, the Governing Body
- To ensure procedures are followed to limit the impact of pupils' educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

Legislation Framework

This document replaces previous guidance on Managing Medicines in schools and early years published in March 2005.

Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- Monitoring and intervention in emergency circumstances.

The policy complies with duties under the Equality Act 2010 towards disabled children and adults.

Roles and Responsibilities

Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, the Local Authority, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at Northampton School for Boys are listed below, however this is not an exhaustive list:

The Governing Body is responsible for

- ensuring effective support for pupils who have medical conditions is implemented through this policy framework and that all staff receive appropriate training to enable them to fulfil their duties under this policy

The Headteacher is responsible for

- ensuring all staff are aware of this policy
- implementing this policy effectively and ensuring that all relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation
- the development of individual healthcare plans (IHCP's)
- ensuring there are sufficient trained members of staff available to implement the policy and deliver against all IHCP, including in contingency and emergency situations;
- ensuring all staff who need to know are aware of the pupil's condition
- safeguarding school staff by appropriately insuring them and making them aware that they are insured to support pupils with medical conditions
- liaising with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school
- regular reporting to the Governing Body on implementation of the policy

School Nurses are responsible for

- supporting staff on implementing a pupil's individual healthcare plan and providing advice on training
- liaising with lead clinicians locally on appropriate support for the pupil and associated staff training needs
- notifying the school when a pupil has been identified as having a medical condition which will require support in school. This should, where possible, be done before the pupil starts at the school.

Suitable cover will be provided in the absence of the school nurse/healthcare professional.

School staff (teaching and non-teaching) should

- provide support to pupils with medical conditions. This can be any member of school staff, and could include the administering of medicines, although staff cannot be required to do so
- take into account the needs of pupils with medical conditions that they teach
- receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support pupils with medical conditions
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils should

- provide adequate information about how their condition affects them
- be fully involved in discussions about their medical support needs
- comply with their IHCP

Parents should

- provide medicine and equipment and ensure they or another nominated adult are contactable at all times
- provide sufficient and up-to-date information to the school about their child's medical needs
- be involved and assist in drafting and developing their child's IHCP.

Other healthcare professionals, including GP's and providers of health services such as the Paediatric Diabetic Nursing team and the Paediatric Epilepsy Nursing team based at Northampton General Hospital are responsible for are responsible for

- notifying the school nurse when a pupil has been identified as having a medical condition that requires school support;
- providing advice on developing healthcare plans
- co-operating with the school in supporting pupils with a medical condition.

The Local Authority (LA) is responsible for

- providing support, advice and guidance, including suitable training for school staff to ensure that the support specified within the IHCPs can be delivered effectively
- working with the school to ensure that the school support pupils with medical conditions to attend full time
- making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a pupil will be away from school for 15 days or more because of their health needs.

Procedure when the school is notified of a medical condition

- It will either be the school nursing service, a healthcare professional, GP or paediatrician who will notify the school nurse when a pupil has been identified as having a medical condition that requires support. If a parent notifies the school about their child's medical

condition which requires support, the school will seek details about the condition and appropriate support from the school nursing service, a healthcare professional, GP or paediatrician

- The nurse will then notify the Headteacher who should take the necessary steps to co-ordinate a meeting to discuss the pupil's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate
- A decision will be made as to whether an IHCP will be created for the pupil
- For pupils new to the school, support arrangements will be in place in time for the start of the relevant school term.
- In cases where the pupil moves to the school mid-term or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place within two weeks
- The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available medical evidence and through consultation with parents or carers.

Individual Healthcare Plans (IHCP)

A pupil's IHCP provides clarity about what needs to be done, when and by whom. When deciding whether an IHCP is appropriate and proportionate, the school will seek to follow the steps below:

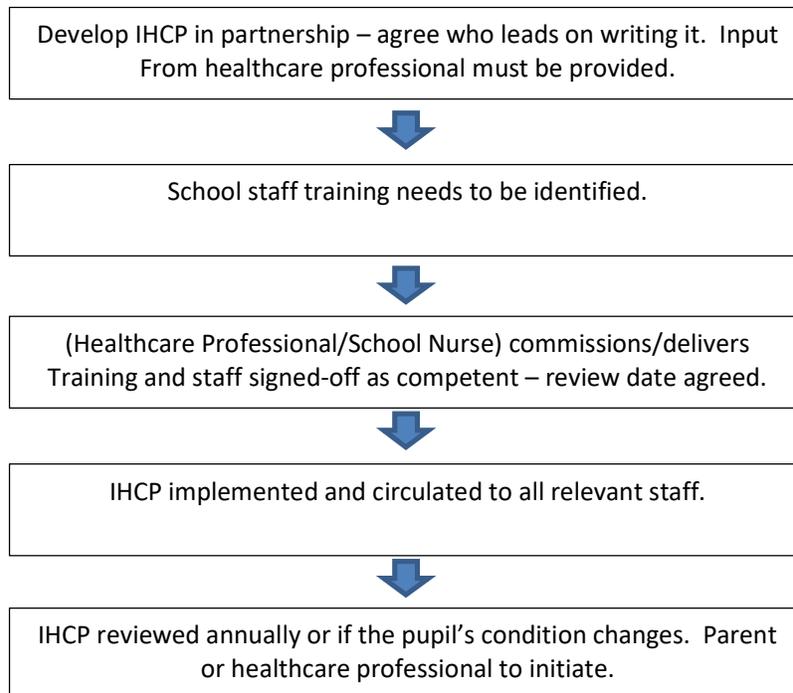
Stage 1 – Gathering the information

- The Headteacher, senior member of staff, or SENCO co-ordinates a meeting between the school, healthcare professional and parent to discuss the medical support needs of the pupil
- Pupils should be involved when possible
- The meeting should ascertain whether an IHCP is appropriate, as not all pupils will require one
- All parties should agree, based on the evidence, as to whether an IHCP would be suitable. However, the Headteacher is best placed to take the final view if consensus cannot be reached
- The decision should be based on:
 - Whether there is a high risk that emergency intervention will be needed
 - Whether the medical condition is long-term and/or complex
 - Whether the pupil is returning to school following a period of hospital education or alternative provision (including home tuition)
 - Whether medical conditions are likely to fluctuate

A member of the school staff should be identified as being the person who will provide support to the pupil.

Stage 2: Developing an IHCP

The purpose of an IHCP is to capture steps which the school will take to help the pupil manage their condition and overcome any potential barriers to getting the most from their education. Once the decision has been made to create an IHCP the outlined process should be followed: See appendix [A] for the school's IHCP.



Emergency Process

As part of general risk management processes, Northampton School *for Boys* has the following arrangements in place for dealing with emergencies situations:

- All pupils in the school should inform a teacher immediately if they think help is needed
- The pupil's IHCP will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil
- When a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives. If a pupil is taken to hospital by ambulance, staff will accompany the pupil.

Staff training and support

Northampton School *for Boys* will provide the following support to all staff involved in supporting pupils with medical needs:

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupil's IHCP. Staff who already have some knowledge of the specific support needed by a pupil with a medical condition may not require extensive training
- Staff who provide support to pupils with medical conditions will, when possible, be included in the meetings where this is discussed
- The School Nurse will lead on identifying and agreeing with the school the type and level of training required. It will be the school's responsibility to arrange training and ensure that this remains up-to-date
- The training will be sufficient to ensure relevant staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the IHCP
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures

- Staff must not give prescription medicines or undertake health care procedures without appropriate training (including amendments to the IHCP). A first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions
- The Healthcare Professional, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication
- As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs

Pupils' role in managing their own medical needs

Pupils may be competent to manage their own health needs and medicines. Northampton School *for Boys* will discuss individual competencies with parents and ensure the IHCP reflects the pupil's competencies for managing their own medicines and procedures.

Competent pupils will be allowed to carry their own medicines and relevant devices, or will have access to their medicines from Main School Reception for self-medication quickly and easily, wherever possible. Pupils who can take their medicines themselves may require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.

If a pupil refuses to take their own medicine, or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupil's IHCP. The school registrar will be responsible for informing the pupil's parents or carers, so that alternative options can be considered for future situations.

Record keeping and managing/storing of medicines

Record Keeping:

Written records of all medicines administered to individual pupils will be kept at the school reception, detailing what, how and how much was administered, when and by whom.

See appendix [B] for the school's record form of medicine administered to an individual pupil. These accurate records offer protection to staff and pupils, whilst providing evidence that agreed procedures have been followed.

Parents or carers will be informed when their child has been unwell at school by a school First Aider.

Managing medicines on school premises

In order to manage pupils' medical conditions effectively, Northampton School *for Boys* will not prevent pupils from eating, drinking or taking breaks when required.

The following procedures will be followed to manage medicines on-site:

- A pupil under 16 should never be given prescribed or non-prescribed medicines without their parent or carer's written consent. See appendix [C] for the school's parental agreement for administering medicine

- Only prescribed medicines that are in-date, labelled and include instructions for administration, dosage and storage will be accepted by the school. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump
- All medicines will be stored safely. Pupils must know where their medicines are kept, and be able to access them immediately. Where relevant, pupils should be made aware that the registrar holds the key to the storage facility
- A pupil who has been prescribed a controlled drug may legally have it in their possession if competent to do so, but must not pass it to another pupil for use, as this is an offence Northampton School for Boys will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container at the main School reception and only the School First Aiders will have access
- Controlled drugs will be easily accessible in an emergency at all times
- No pupil will be given medicine containing aspirin unless prescribed by a doctor. Other medication, i.e. for pain relief will not be given without first checking the maximum dosages and when any previous doses were taken. Parents will be informed by a School First Aider.

Storage/Disposal of Medicines

Wherever possible, children will be allowed to carry their own medicines/relevant devices or will be able to access their medicines from the main School Reception for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupils' access; this is especially important on school trips. It is the responsibility of the School to return medicines that are no longer required, to the parent or carer for safe disposal.

Off-site procedure

Northampton School *for Boys* will assess what reasonable adjustments can be made to enable pupils with medical needs can participate fully and safely during off-site trips.

All staff members should be aware of how the pupil's individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP states otherwise.

A risk assessment will be carried out by the member of staff co-ordinating school trips across the school prior to the off-site trip taking place to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

Unacceptable practice

Staff should use their discretion and judge each case on its merits with reference to the pupil's IHCP. However, it is **not general acceptable practice** to:

- assume that every pupil with the same condition requires the same treatment
- prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary
- if the pupil becomes ill, send them to the school Medical Room unaccompanied or with someone unsuitable

- send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified in their IHCP
- penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments
- ignore the views of the pupil or their parents or carers; or ignore medical evidence or opinion, (although this may be challenged)
- prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- create barriers to pupils participating in any aspect of school life, including off-site school trips
- require parents or carers to attend school to administer medication or provide medical support to their child

No parent or carer should have to give up working because Northampton School *for Boys* is failing to support their child’s medical needs.

Complaints

Should parents or carers or pupils be dissatisfied with the support Northampton School *for Boys* has provided, the initial concern should be raised with the SENCo. If the concern cannot be resolved with the school directly, a formal complaint can be made via the school’s complaints procedure, which is accessible from the school’s website.

The school will review annually the Supporting pupils with medical conditions policy and their support arrangements. The outcome of this review will inform the School Improvement Plan

Approved by:	Governors Welfare Committee
Date:	September 2020
Review Date:	September 2021
Designated governor for SEND	Mary Kay and Matthew Ebsworth
Designated senior lead for SEND	Matt Kneeshaw
Designated SENCo / AIT Leader	Mandy Inwood
Physical Difficulties team	Paul Lagdon Matthew Wharton

Related Policies include Child Protection, Equality, and Behaviour.

Appendix A: Individual Healthcare Plan:

Individual Health Care Plan (IHCP)

School	
Pupil Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who Needs To Know About the Pupil's Condition & What constitutes an Emergency	
Action to Be Taken in Emergency and by whom	
Follow Up Care	
Family Contacts Names Telephone Numbers	
Clinic/Hospital Contacts Name Number	
GP Name Number	
Description of medical needs and signs and symptoms	
Daily Care Requirements	

Who is Responsible for Daily Care	
Transport Arrangements <i>If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles</i>	
School Trip Support/Activities Outside School Hours (e.g. risk assessments, who is responsible in an emergency)	
Form Distributed To	

Date _____

Review date _____

This will be reviewed at least annually or earlier if the pupil's needs change

[Arrangements that will be made in relation to the pupil travelling to and from School. If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles]

Appendix B: Record of regular medicine administered to an individual pupil:

Record of regular medicine administered to an individual pupil

Name of school _____

Name of pupil _____

Date of medicine provided by parent/carer ____ / ____ / ____

Group/class/form _____

Name and strength of medicine _____

Quantity returned home and date _____

Dose and time medicine to be given _____

Staff signature _____

Signature of parent _____

Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			
Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			
Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Parent/Carer Contact Details:

Name _____

Daytime telephone no. _____

Relationship to child _____

Address

I understand that I must deliver the medicine safely to the main School Reception

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained school staff administering medicine in accordance with the 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 medicine is stopped.

Parent/carer's signature

Print Name

Date