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# CHALLNEY HIGH SCHOOL FOR GIRLS

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*DOCUMENT NAME:*

**SUPPORTING STUDENTS WITH  
MEDICAL NEEDS POLICY**

*DATE APPROVED BY GOVERNORS:*

**DECEMBER 2014**

*DATE OF NEXT REVIEW:*

**DECEMBER 2017**

*Signed: .....*  
*Chair of Governors*

*Signed: .....*  
*Headteacher*

*STATUTORY:*    

*NON-STATUTORY:*    



## **Supporting Students with Medical Conditions**

Students at school with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.

### **Definitions**

The term “medical condition” in this context, is one that is long term with acute episodes, requires on-going support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school’s Local Offer.

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at Challney High School for Girls including teachers.

## **1. Key roles and responsibilities**

### **1.1. The Local Authority (LA) is responsible for:**

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students 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. The Governing Body is responsible for:**

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Challney High School for Girls.
- 1.2.2. Ensuring that the Supporting Students 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.



- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to individual students and across the school population.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

**1.3. The Headteacher is responsible for:**

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Challney High School for Girls.
- 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 (including cover staff) aware of a child's medical condition.
- 1.3.6. Developing and monitoring Individual Healthcare Plans (IHCPs).
- 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. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.
- 1.3.11. Ensure risk assessments are completed for school visits, holidays and other school activities outside of the normal timetable.

**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 students with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student 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.

#### **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 parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires 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 Headteacher, other staff members and healthcare professionals.

#### **1.7 The role of the child**

- 1.7.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 1.7.2 Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 1.7.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 1.7.4 Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.



## 2. Training of staff

- 2.1. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- 2.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 2.3. Teachers and support staff who undertake responsibilities under this policy will receive training as required to meet the needs of the students within the school.
- 2.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 2.5. No staff member may administer drugs by injection unless they have received training in this responsibility
- 2.6. The PA to the Assistant Headteacher with responsibility for CPD will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## 3. Individual Healthcare Plans (IHCPs)

- 3.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Assistant Headteacher (Pupil Support), Special Educational Needs Coordinator (SENCO) and medical professionals (see appendix 1 and 2)
- 3.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 3.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 3.4. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 3.5. 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 effectively.

## 4. Medicines

- 4.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.



- 4.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 4.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 4.4. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 4.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 4.6. 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.
- 4.7. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 4.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 4.9. Medications will be stored in the Medical Room.
- 4.10. Any medications left over at the end of the course will be returned to the child's parents or returned to the pharmacy (if not collected).
- 4.11. Written records will be kept of any medication administered to children.
- 4.12. Students will never be prevented from accessing their medication.
- 4.13. Challney High School for Girls cannot be held responsible for side effects that occur when medication is taken correctly.

## 5. Emergencies

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



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

## 6. Avoiding unacceptable practice

6.1. Challney High School for Girls understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the medical room or school office alone if they become ill.
- Penalising students 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 students to eat, drink or use the toilet when they need to in order to manage their condition.

## 7. Insurance

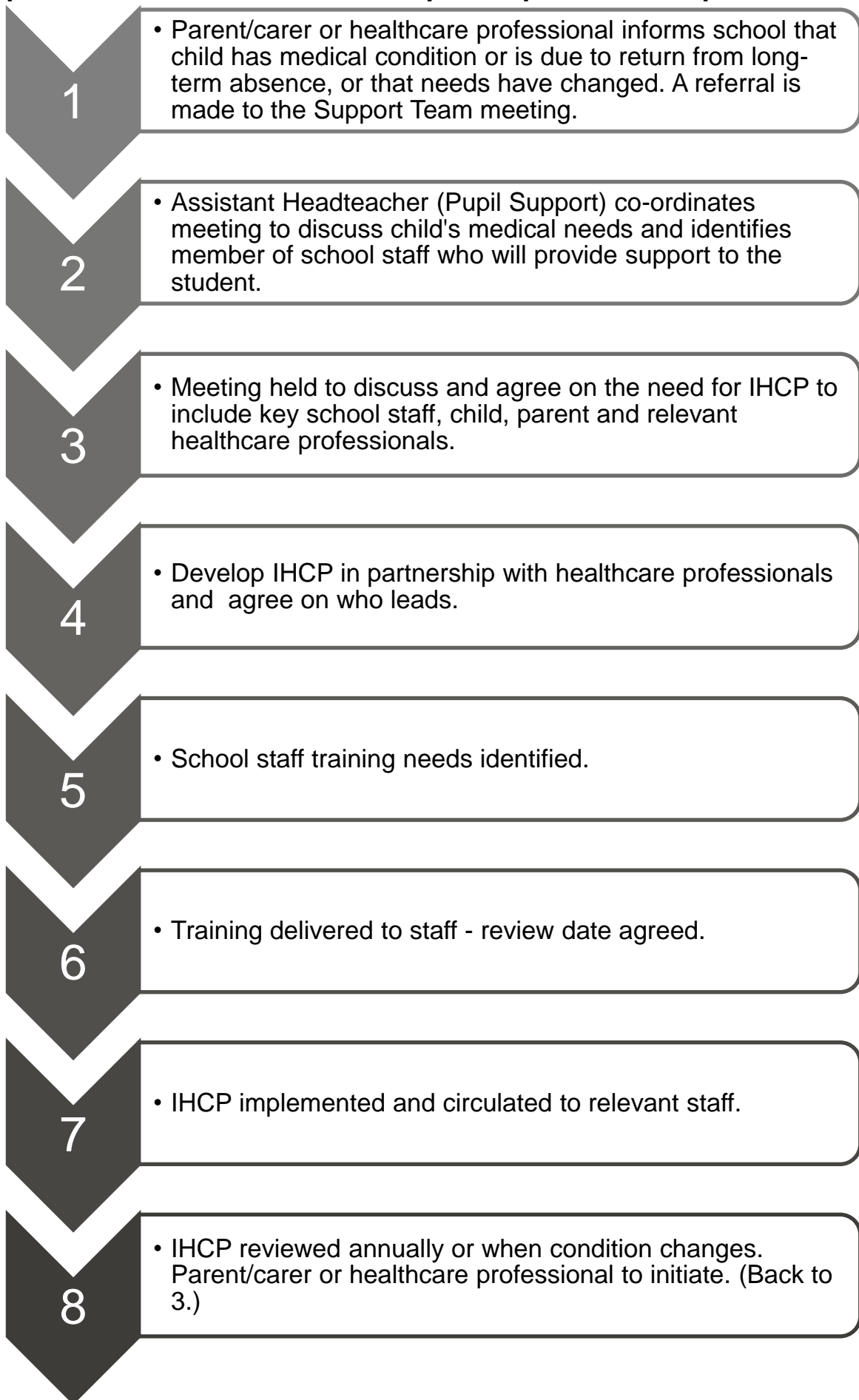
- 7.1. Teachers who undertake responsibilities within this policy are covered by the School's insurance.
- 7.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Business Manager.

## 8. Complaints

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

### Challney High School for Girls 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 student'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

