



# Supporting Pupils at School with Medical Conditions

## Dry Sandford Primary School

### 1. Introduction

- 1.1 In creating this policy, account has been taken of the DFE statutory guidance ***Supporting pupils at school with medical conditions (September 2014)***, ***Disability Discrimination Act (DDA)1995/Equality Act 2010*** and ***Managing Medical Needs and Medicines in Schools and Early Years Settings (NAHT advice and guidance)***.
- 1.2 Dry Sandford Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. This policy sets out the arrangements needed to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- 1.3 We understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. Most children will at some time have short-term medical needs, eg, require antibiotics. However, some have longer term medical needs and may require medicines to keep them well, e.g. diabetes, epilepsy, cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need adrenaline injections, children who are asthmatic.
- 1.4 Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with support. However, staff may need to take extra care in supervising some activities to make sure these children, and others, are not put at risk.
- 1.5 An individual health care plan can help staff identify the necessary safety measures to support children with complex medical needs.
- 1.6 Parents have prime responsibility for their child's health and should provide Dry Sandford School with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their general practitioner, or paediatrician, if needed. The school nurse or a health visitor for early year's settings, and specialist voluntary bodies may also be able to provide additional background information for school staff.

### The role of Dry Sandford School Governing Body

- 2.1 This policy sets out the management of administration of medicines and supporting children with complex health needs as required under the Health and Safety at Work Act 1974 by the employers for staff at Dry Sandford Primary School (Oxfordshire County Council and the school governing body).
- 2.2 The governing body remains legally responsible and accountable for fulfilling their statutory duty. They **must** ensure that school staff receives appropriate support and training. The governing body has delegated the operational fulfilment of these duties to the **Headteacher** (putting policy into practice and for developing detailed procedures).
- 2.3 The governing body of Dry Sandford Primary School recognises that it must ensure that arrangements are in place to support pupils with medical conditions. We recognise the need to ensure that such children can access and enjoy the same opportunities at school as any other child. Dry Sandford School recognises that schools, local authorities, health professionals and other support services should work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority. Consideration may also be given to how children will be reintegrated back into school after periods of absence.
- 2.4 In making their arrangements, the governing body of Dry Sandford Primary School takes into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The governing body of Dry Sandford Primary School understands its responsibility to ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- 2.5 The governing body of Dry Sandford Primary School seeks to ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.
- 2.6 Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, Dry Sandford Primary School governing body will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. Dry Sandford Primary School therefore does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

2.7 Dry Sandford Primary School governing body recognises that they must ensure that the arrangements put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. We understand that this aligns with our wider safeguarding duties.

### **3. Policy implementation**

The governing body of Dry Sandford Primary School oversees the effective implementation of this policy by ensuring that:

- the Headteacher has overall responsibility for the implementation of this policy and is responsible for ensuring that sufficient staff are suitably trained:
- all relevant staff will be made aware of the child's condition:
- the school will make cover arrangements in case of staff absence or staff turnover to ensure someone is always available:
- supply teachers are appropriately briefed;
- the school carries out risk assessments for school visits, holidays, and other school activities outside of the normal timetable mindful of pupils with medical conditions, and
- monitoring of individual healthcare plans takes place as need and routinely on an annual basis;
- the school uses the templates recommended by the Department for Education in their document Templates: Supporting Pupils with Medical Conditions for management and record keeping:
  - Individual Health Care Plan
  - Parental Agreement for School to Administer Medicine
  - Record of Medicine Administered to an Individual Child
  - Record of Medicine Administered to All Children
  - Staff Training Record – Administration of Medicines
  - Contacting Emergency Services
  - Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

### **4. Procedure to be followed when notification is received that a pupil has a medical condition**

Dry Sandford Primary School has procedures in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change, and arrangements for any staff training or support. See Annex A. For children starting at Dry Sandford School, we aim to have arrangements in place in time for the start of the relevant school term (where possible). In other cases, such as a new diagnosis or children being admitted mid-term, we make every effort to ensure that arrangements are put in place within two weeks.

Dry Sandford Primary School understands that schools do 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 needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

## **5. Individual Health Care Plans (IHCP)**

Dry Sandford Primary School recognises that individual healthcare plans can help to ensure that school effectively supports pupils with medical conditions as they provide clarity about what needs to be done, when and by whom. An IHCP will often be essential, in such cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, **not** all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the head teacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at Appendix F.

The format of IHCPs may vary to enable schools to choose whichever is the most effective for the specific needs of each pupil. The plan should be easily accessible to all who need to refer to them, while preserving confidentiality. The plan should not be a burden on school, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their IHCP.

IHCPs (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with school name.

## **6. Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils will be critical. Dry Sandford Primary School will therefore identify collaborative working arrangements between all those involved, showing

how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

### **The Governing Body:**

- makes sure arrangements to support pupils with medical conditions in school are in place, including that of a policy for supporting pupils with medical conditions in school is developed and implemented.
- ensures that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life.
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- ensures that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

### **The headteacher:**

- ensures that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- ensures that all staff who need to know are aware of the child's condition.
- ensures that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- has overall responsibility for the development of individual healthcare plans.
- makes sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- makes contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

### **The school staff:**

- may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so;

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff:

- should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions;
- should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Every school has access to school nursing services. The school nurse:

- is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school.
- may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.
- can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school.
- will be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. See also training for school staff below.

#### **Other healthcare professionals, including GPs and paediatricians:**

- should notify the school nurse if a child has been identified as needing medical support at school.
- may provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (eg Asthma - Appendix B, Diabetes – Appendix C, Anaphylaxis – Appendix D).
- **The pupils with medical conditions:**
- will often be best placed to provide information about how their condition affects them.
- should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan:

#### **Other pupils:**

- will often be sensitive to the needs of those with medical conditions.

#### **The parents:**

- should provide the school with sufficient and up-to-date information about their child's medical needs;
- may in some cases be the first to notify the school that their child has a medical condition;
- are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment (ensuring these are appropriately labelled and in date) and ensure they or another nominated adult are contactable at all times

#### **The Local Authority:**

- are commissioners of school nurses;



- Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation;
- should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively;
- should work with schools to support pupils with medical conditions to attend full time.
- Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.
- Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

#### **Providers of health services:**

- should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training.
- can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

### **7. Staff training and support**

There is no legal duty that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Dry Sandford School ensures that sufficient members of support staff are appropriately trained to manage medicines as part of their duties. However, all staff are aware of the most common serious medical conditions at this school.

Staff understands their duty of care to pupils in the event of an emergency. In an emergency situation school staff is required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

Dry Sandford Primary School will ensure that any member of staff providing support to a pupil with medical needs should have received suitable training (identified and agreed with the relevant healthcare professional) and know what to do in an emergency for the pupils in their care with medical conditions. This will have been identified during the development/review of individual health care plans.

A relevant healthcare professional normally leads on identifying and agreeing with the school, the type and level of training required, and how this should be obtained. School may choose to arrange training themselves and should ensure that this remains up to date. In most cases, training is refreshed annually.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding 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 (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

We have arrangements for whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff are included.

The relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Dry Sandford Primary School recognises that the family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

Dry Sandford Primary School provides details of continuing professional development provision opportunities and discusses such needs with staff as needed and as part of appraisal.

## **8. The child's role in managing their own medical needs**

Dry Sandford Primary School believes that after discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

Children are able to access their medicines for self-medication quickly and easily at the school office. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

## **9. Managing medicines on school premises**

The following are the procedures to be followed for managing medicines:



- Medicines should only be administered at the school when it would be detrimental to a child's health or school attendance not to do so;
- No child under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent;
- We will not normally administer non-prescription medicines to a child unless there are specific agreed circumstances, if a Parent/Carer wishes a child to have the non-prescription medicine administered during the school day, they will need to come to the school to administer it to their child;
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines are stored safely. Children know to go to the school office and who to see if they require their medicine. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available and not locked away; these will be stored in the school office where all staff know how to access them. If a child requires an asthma inhaler it is crucial that there is an inhaler in the school at all times.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted.. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

## **10 Record keeping**

Dry Sandford Primary School requires staff to ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school. All records are kept in the school office.

## **11 Emergency procedures**

As part of general risk management processes, Dry Sandford Primary School has arrangements in place for dealing with emergencies and critical incidents. These take into account the support of pupils with medical conditions.

The individual healthcare plan should clearly define what constitutes a medical emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. The local emergency services cover arrangements and contact information is included in Appendix E and is displayed on the Health and Safety notice board in the staff room.

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

Dry Sandford Primary School seeks to ensure that arrangements are clear and unambiguous about actively supporting pupils with medical conditions to participate in school trips and visits, or in sporting activities, and does not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Dry Sandford Primary School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Dry Sandford Primary School will consider what reasonable adjustments we can make to enable children with medical needs to participate fully and safely on visits. This will form part of the risk assessment (RA1) so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

During school trips, the first aid trained member of staff in charge of first aid will carry all medical devices and medicines required.

## **13 Other issues:**

**Home school transport provided by Oxfordshire County Council:** In the case of pupils with an Individual Health Care Plan, Dry Sandford School will inform the local authority of the plan, especially in respect of emergency situations.

**Defibrillators:** The school has **not** purchased a defibrillator for the premises.

**Asthma inhalers:** School has decided **not** to hold an emergency salbutamol inhaler as outlined by the Department of Health Guidance on the use of emergency salbutamol inhalers in school.

## **14 Unacceptable Practice**

Although Dry Sandford School staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged);

- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require Parents/Carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No Parent/Carer should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

## 15 Liability and indemnity

The Governing Body of Dry Sandford Primary School endeavours to ensure that the appropriate level of insurance is in place and that it appropriately reflects the level of risk.

## 16 Complaints

Should parents or pupils be dissatisfied with the support provided 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**.

This policy should be read in conjunction with the schools:

- Health and Safety policy
- Accident and illness policy
- Equality Statement
- Accessibility Plan

Policy agreed: March 2024

Head: Katie Friday

Appendix A: NAHT Advice and Guidance

Appendix B: Guidance on the use of emergency salbutamol inhalers in schools

Appendix C: Supporting children with Type 1 Diabetes in School

Appendix D: Guidance for schools in supporting pupils with emergency medications for the managements of Anaphylaxis

Appendix E: Nearest Emergency Service

