



THAMESVIEW SCHOOL

Thong Lane, Gravesend

Kent DA12 4LF

**Supporting Pupils with
Medical Conditions Policy**

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Statement of Intent

Thamesview 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 September 2014 – *“Supporting pupils at school with medical conditions”*.

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 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. **The Governing Body is responsible for:**

1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Thamesview 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.

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 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 pupils 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 pupils and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. **The Headteacher and Assistant Headteacher (SENCO) is responsible for:**

1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Thamesview 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).
- 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.
 - 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils 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 pupil with a medical condition needs help.
 - 1.4.6. Name of staff member who is responsible for administering injections.
- 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/Assistant Headteacher(SENCO), other staff members and healthcare professionals.
 - 1.6.7. Parents have the responsibility to ensure that children who take medication in a morning before school have taken their medication. Failure to ensure that this medication has been taken will result in the child being sent home on medical grounds.

2. **Definitions**

- 2.1. “Medication” is defined as any prescribed or over the counter medicine.
- 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 Thamesview School, including teachers.

3. **Training of staff**

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 3.3. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.4. The HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. **The role of the child**

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils 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.
- 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 teacher or trained member of staff.

5. **Individual Healthcare Plans (IHCPs)**

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, , Special Educational Needs Coordinator (SENCO) 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 parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage 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 individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug Policy.
- 6.9. Medications will be stored in the Medical Room.
- 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. Thamesview 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.

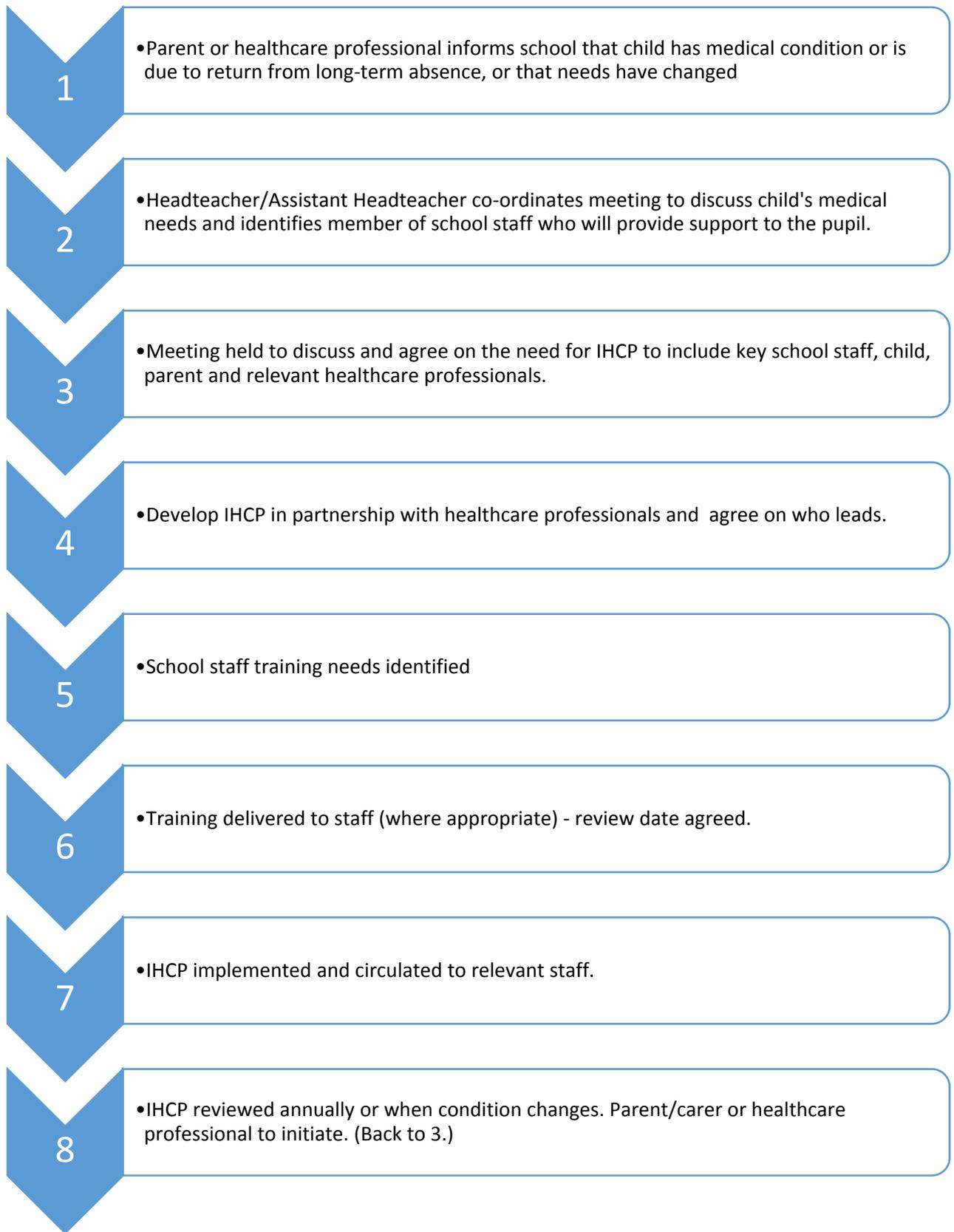
8. **Avoiding unacceptable practice**

8.1. Thamesview 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 medical 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 medical condition.

9. **Complaints**

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

Appendix 1: Individual Healthcare Plan Implementation Procedure

Appendix 2: Health Care Plan

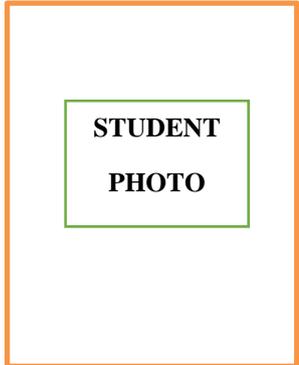
**HEALTH CARE PLAN FOR A STUDENT WHO HAS MEDICAL NEEDS WHILST
IN CARE OF SCHOOL**

Name of Child.....

DOB.....

SCHOOL Thamesview School **TUTOR GROUP**.....

SCHOOL NURSE



FAMILY CONTACT DETAILS

Name of Parent/Carer.....
(The carer must have legal responsibility for the child)

Relationship to child.....

Address.....
.....

EMERGENCY CONTACT No.....

MOBILE No.....

GP

Name.....

Address.....
.....

Phone No.....

Student's Name..... **DOB**.....

MEDICAL CONDITION/ DIAGNOSIS.....

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.....
.....

Description of condition, including student's likely symptoms

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Care/treatment required whilst in the care of school for feed requirements or additional advice - see attached sheet: (if applicable)

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Medication Requirements: (if applicable)

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Student's Name..... DOB.....

Where Medication, Snack or Supplement will be stored in school

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.....
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SPECIAL REQUIREMENTS e.g. dietary needs such as snacks or supplements, suitable room for blood glucose testing to ensure privacy (diabetes), pre-activity, precautions, restrictions regarding PE/school outings

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DESCRIPTION OF WHAT CONSTITUTES AN EMERGENCY for the student and action to be taken if this occurs

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FOR STUDENT WHO REQUIRES EPIPEN, CAN A SECOND DOSE BE GIVEN?
(Please delete where necessary)

YES Please state whether 5 or 10 minutes after first dose (prescribing Doctor to determine)

NO

Student's Name..... **DOB**.....

Parent/Carer role and responsibilities

- Advise school regarding their child's condition/treatment/care required and any changes as they occur in writing.
- Supply medication, suitable snacks or supplements to school clearly labelled with child's details.
- Ensure medication is available, in date and usable at all times.
- Agree access to Health Care Plan.
- Ensure their child is encouraged to self-manage their health care as appropriate.

School's role and responsibilities

- Store medication safely.
- Store snacks or supplements with easy access if needed.
- Inform staff of medical condition as appropriate.
- Record administration of medication/snacks/supplements.
- To keep original care plan in school and give copies to Parent/Carer and School Nurse

Health care professional role and responsibilities

- Advise support and train school staff (where appropriate) in managing this medical condition in school.
- Support in drawing up Health Care Plan in partnership with Parents/Carers, School and child, as appropriate.

PARENTAL CONSENT FOR SCHOOL TO ADMINISTER MEDICATION

Student's Name..... DOB.....

I consent to medication being administered to my child by staff who have received training and are willing to do so, as agreed in this care plan.

Parent/Carer

Print Name..... Signature.....

Date..... Relationship to Student.....

Student's Name..... **DOB**.....

HEALTH CARE PLAN AGREEMENT

School Staff, who have received appropriate training, will be covered by indemnity as set out in KCC guidance (section 10 paragraph 2:1 and 5:2 Supporting students with medical needs).

WE, THE UNDERSIGNED, AGREE TO THIS AGREEMENT:

HEADTEACHER/OTHER (Please state)

Parent/Carer

(The Carer must have legal responsibility for the child)

Signature

Signature

Print Name

Print Name

Date

Date

Review date

PROCEDURE TO TAKE IN AN EMERGENCY / WHAT CONSTITUTES AN EMERGENCY?

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CONTACT DETAILS

Name.....

Relationship.....

EMERGENCY CONTACT No.....

MOBILE No.....

School staff, which have received appropriate training, will be covered by indemnity as set out in KCC guidance (section 10 paragraph 2:1 & 5:2 Supporting pupils with medical needs).

WE, THE UNDERSIGNED, CONSENT TO THIS AGREEMENT:

HEAD TEACHER/OTHER (Please state)

PARENT

Signature

Signature

Print Name

Print Name

Review date

GH/RG.WKPCTSCHURS/19.06.07

**PARENTAL AGREEMENT FOR SCHOOL
TO ADMINISTER ASTHMA MEDICATION**

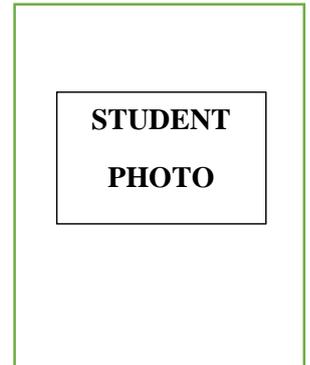
The School will not give your child their asthma medication or supervise them taking it themselves unless you complete and sign this form. The school or education setting have a policy for staff to administer medicine.

NAME OF CHILD.....

DOB.....

SCHOOL Thamesview School **TUTOR GROUP**.....

SCHOOL NURSE



MEDICATION

NAME/TYPE OF MEDICATION

.....

EXPIRY DATE

DOSE AND METHOD

TIMING

SPECIAL PRECAUTIONS.....

.....

.....

SELF-ADMINISTRATION

YES/NO

ANY FURTHER INFORMATION SCHOOL NEEDS TO KNOW ABOUT?

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PROCEDURE TO TAKE IN AN EMERGENCY / WHAT CONSTITUTES AN EMERGENCY?

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DOES YOUR CHILD KEEP THEIR ASTHMA PUMP(S) IN THEIR BAG ETC. OR SHOULD IT BE STORED IN THE MEDICAL ROOM?

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.....

CONTACT DETAILS

Name.....

Relationship.....

EMERGENCY CONTACT No.....

MOBILE No.....

School staff, who have received appropriate training, will be covered by indemnity as set out in KCC guidance (section 10 paragraph 2:1 & 5:2 Supporting students with medical needs).

WE, THE UNDERSIGNED, CONSENT TO THIS AGREEMENT:

HEADTEACHER/OTHER (Please state)

PARENT/CARER

(Carer must have legal responsibility for the child)

Signature

Signature

Print Name

Print Name

Date

Date

Review date

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

This policy was agreed and adopted at the Governors meeting held on (date)

Signed _____ (Governor)

Signed _____ (Headteacher)

This policy will be formally reviewed in _____ (date)