



Eton Porny C. of E. First School Policy Document

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Category: Non-Statutory	Approved by Headteacher: <i>K E Russell</i>
For Review By: Marie Bergin/Kate Hilton	
Review Schedule: As required	Overviewed by LGB:
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*We are all created unique and special.
He made us all perfect having our own uniqueness.
1 Peter 4:10-11 'God has given each of you a gift from his great variety of spiritual gifts.
Use them well to serve one another'.*

Supporting Pupils with Medical Conditions Policy (including First Aid Procedures: Appendix 6)

Introduction

Eton Porny C of E First School endeavours to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 – "[Supporting pupils at school with medical conditions](#)".

Early years settings should continue to apply the [Early Years Foundation Stage Statutory Framework 2021](#)

Definitions

- 1.1. Parent(s)** is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 1.2. Medical condition** for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- 1.3. Medication** is defined as any prescribed or over the counter treatment.
- 1.4. Prescription medication** is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- 1.5. Staff member** is defined as any member of staff employed at Eton Porny C of E First School.
- 1.6. IHP** – Individual Healthcare Plan

2. Key Roles and Responsibilities

2.1. The Local Authority (LA) is responsible for:

- 2.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 2.1.2. Providing support, advice and guidance to schools and their staff.
- 2.1.3. 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.

2.2. The Local Governing Body is responsible for:

- 2.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Eton Porny C of E First School.
- 2.2.2. 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.
- 2.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life as far as medical conditions allow.
- 2.2.5. Ensuring that sufficient staff have received suitable training and are competent before they take on the responsibility to support pupils with medical conditions.
- 2.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 2.2.7. Ensuring that written records of any and all medicines administered to individual pupils and across the school population are kept and are accurate.
- 2.2.8. Ensuring the level of insurance in place reflects the level of risk.
- 2.2.9. Ensuring that the schools' policy clearly identifies the roles and responsibilities of the staff involved in the arrangements to support pupils at school with medical conditions.

2.3. The Headteacher is responsible for:

- 2.3.1. Making staff aware of this policy and facilitating the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy.
- 2.3.2. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Health Care Plans in normal, contingency and emergency situations.
- 2.3.3. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

2.4. The Office Manager is responsible for:

- 2.4.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Eton Porny C of E First School.
- 2.4.2. Liaising with healthcare professionals regarding the medical conditions of pupils and staff training.
- 2.4.3. Identifying staff who need to be aware of a child's medical condition and sharing information accordingly.
- 2.4.4. Developing Individual Healthcare Plans in consultation with medical professionals and parents in anticipation of a child with a medical condition starting school, and participating in reviews of these plans as required.
- 2.4.5. Liaising locally with lead clinicians on appropriate support. Assisting the SENDCO/Welfare Officer in identifying training needs and providers of training.

2.5. Staff members are responsible for:

- 2.5.1. Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- 2.5.2. Knowing where controlled drugs are stored and where the key is held.
- 2.5.3. Administering medication, if they have agreed to undertake that responsibility.
- 2.5.4. Taking account of the needs of pupils with medical conditions in lessons.
- 2.5.5. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.

2.6. Parents and carers are responsible for:

- 2.6.1. Keeping the school informed about any new medical condition or changes to their child/children's health.
- 2.6.2. Where necessary, participating in the development and regular reviews of their child's IHP.
- 2.6.3. Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 2.6.4. Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 2.6.5. Ensuring that they or another nominated adult is contactable at all times.

2.7. The role of the pupil:

- 2.7.1. Pupils will be encouraged to provide information on how their medical condition affects them and, where appropriate, contribute to their IHPs
- 2.7.2. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 2.7.3. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff. If this is not appropriate then relevant staff should help to administer medicines and manage procedures.

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. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive appropriate training.
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.6. Staff must have access to protective disposable gloves and take care when dealing with spillage of blood or other body fluids and disposing of dressings or equipment.
- 3.7. The HR Officer/Office Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. Individual Healthcare Plans (IHP)

- 4.1.** Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with health care professionals, the pupil, parents/carers and SENDCO.
- 4.2.** The IHP will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed.
- 4.3.** The aim of each IHCP is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers which may affect their progress in school.
- 4.4.** IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 4.5.** IHCPs will be easily accessible whilst preserving confidentiality.
- 4.6.** Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- 4.7.** Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will work with the LA and education provider to ensure that the IHP identifies the support the child will need to reintegrate effectively.

5. Managing Medicines

- 5.1.** Schools admissions forms request information on pre-existing medical conditions.
- 5.2.** A medical conditions list is held, updated and reviewed regularly by the Office Manager. Each class teacher has an overview of the list for the pupils in their care, within easy access.
- 5.3.** Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- 5.4.** No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 5.5.** 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.
- 5.6.** All medications will be stored in an accessible cupboard in the school office. Any medicine classed as a controlled drug will be stored as per their individual security requirements.
- 5.7.** Any medications left over at the end of the course will be returned to the child's parents.
- 5.8.** Written records will be kept of any medication administered to children.
- 5.9.** Pupils will never be prevented from accessing their medication.
- 5.10.** No pupil will be given medication containing aspirin without a doctor's prescription or Ibuprofen without parental permission.
- 5.11.** Spare salbutamol inhaler kits are kept by the school for use only in an emergency.
- 5.12.** Eton Porny CofE First School cannot be held responsible for side effects that occur when medication is taken correctly.
- 5.13.** Employees may need to bring their own medicine into school. They have a clear personal responsibility to ensure their medicines are not accessible to children.
- 5.14.** Any error in administering medication must be reported immediately to the Headteacher and an Incident Report Form completed.

6. Day trips, residential visits and sporting activities

- 6.1.** Pupils with medical conditions will be actively supported to participate in school trips, visits and sporting activities.
- 6.2.** Teachers should ensure that they are aware of pupil's medical conditions but encourage pupil to participate according to their abilities and with any reasonable adjustments.
- 6.3.** A risk assessment will be completed for all trips. This may require consultation with parents and relevant healthcare professionals. Pupil medication will be taken on all trips off site and held by a member of staff.
- 6.4.** Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

7. Emergency Procedures

- 7.1.** Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff.
- 7.2.** Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.3.** In an emergency the best possible action is to call an ambulance. Staff should be trained to use the telephone and know how to call the emergency services.
- 7.4.** Should a pupil need to be taken to hospital, a member of staff will accompany the pupil and will remain with them until their parents arrive.

8. Avoiding unacceptable practice

The following behaviour is unacceptable in Eton Porny C of E First School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition, for example hospital appointments.
- 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 provided by Marsh Educational Practice and underwritten by Ecclesiastical and RSA insurers. The insurance provides professional indemnity for Staff, Directors and Officers.
- 9.2.** Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Office Manager.

Complaints

9.3. All complaints should be raised with the school in the first instance.

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

10. Links to other policies:

This policy links to the following policies:

Children with Health Needs who Cannot Attend School

Child Protection and Safeguarding

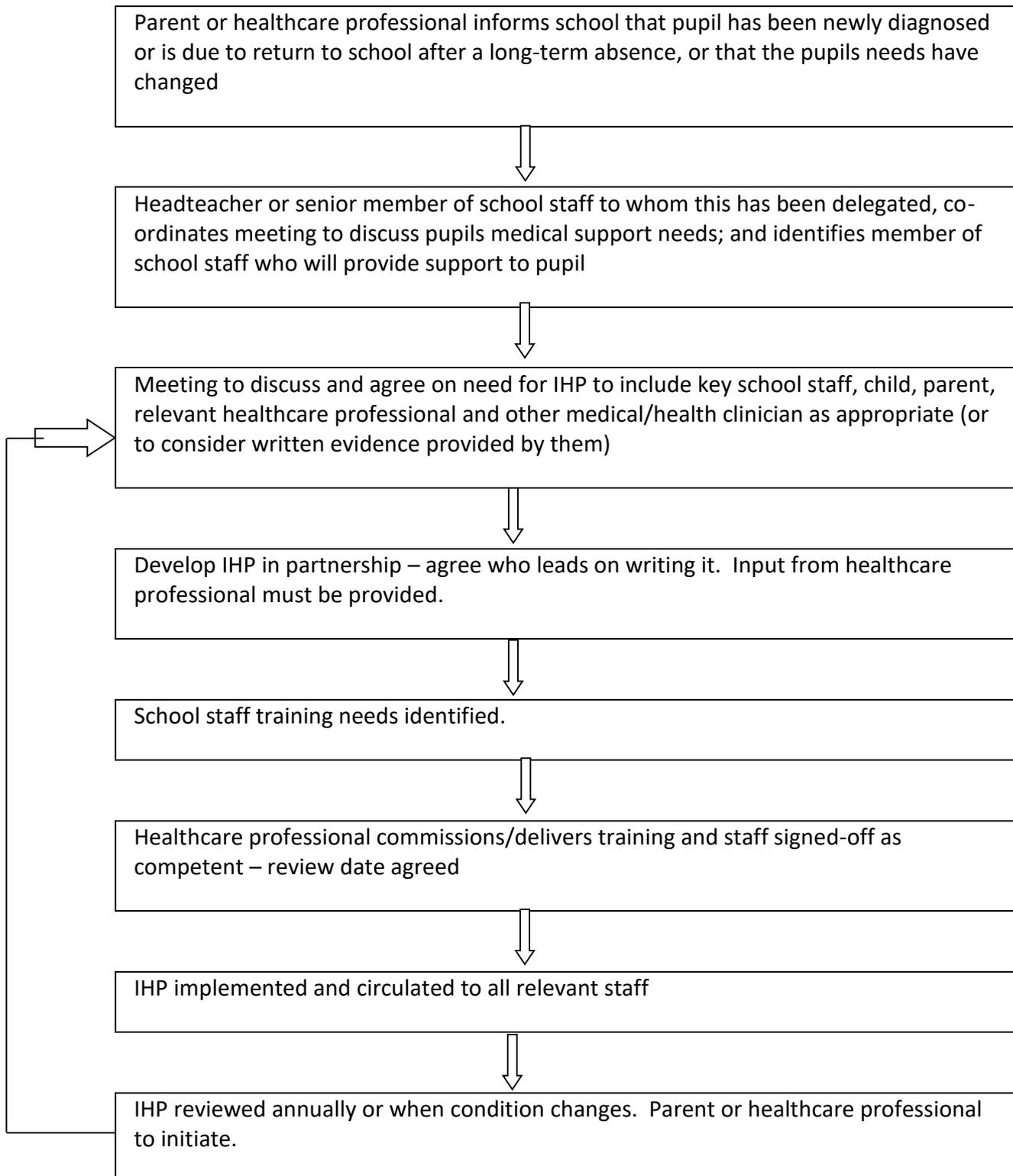
Complaints

Equality Policy

Health and safety

Special educational needs information report and policy

APPENDIX 1: MODEL PROCESS FOR DEVELOPING IHCPs



APPENDIX 2: Example of Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

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: Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

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 the pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 on 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 involve [the following people]. 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 [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

APPENDIX 4: Example of Medication Administration Permission Form & Medicine Administration Log

The school will not give your child medicine unless you complete and sign a Medication Administration Permission Form.

Eton Porny C of E First School Medication Administration Permission Form

Pupil Name: DOB: Year Group:

Medical Condition:

Medication:

Expiry Date:..... Should this medicine be stored in a fridge? Yes / No

Dosage (quantity and timing) :

Any additional instructions/information?

.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Eton Porny staff administering medicine in accordance with their *Supporting Pupils With Medical Conditions Policy*. I will inform Eton Porny immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I confirm that my emergency contact details on file with school are up-to-date and accurate.

Parent/Guardian Name: Relationship to child:.....

Parent/Guardian Signature: Date:

Date	Time	Name & Medicine Check (Adult 1)	Name & Medicine Check (Adult 2)	Medicine Administered

APPENDIX 5: Contacting Emergency Services

At Eton Porny to contact the emergency services you need to lift handset and press Line 1 or Line 2 on the black phones OR press 9 on the grey handset.

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.

School Telephone Number	01753 861995
Mobile number if being used	
Name of caller	
The location of the school	Eton Porny First School, Eton High Street, Windsor SL4 6AS (Blue gates opposite Budgens on the high street)
The name of the child and a brief description of their symptoms	
The exact location of the patient within the school setting	
The best entrance to use and state that the crew will be met and taken to the patient	The front entrance - Blue gates opposite Budgens on the high street.
Any First Aid already administered	
Have the parents been informed?	
If the parents are not available to attend school who will accompany the child to hospital?	

APPENDIX 6: Eton Porny's First Aid Procedure

Our first Aid procedure requirements will be achieved by:

- Ensuring there are an adequate number of trained first aiders on duty to provide sufficient and effective cover for the numbers and risks on the premises in accordance with need.

The first point of contact for first aid is the school office.

The first aiders are responsible for administering first aid, in accordance with their training, to those who become injured or fall ill whilst at work or on the premises. Mrs Armstrong is responsible for the first aid kit requirements. A list of current First Aiders is displayed in each classroom, the hall and the offices.

Our stock of First Aid supplies is kept in the cupboard in the intervention room. A First Aid Kit Bum-Bag containing wipes, gloves, plasters and gauze is located in each classroom for immediate use. Bum-Bags are also located in the Fire Station, the main office, the staff room and the intervention room. All staff may administer minor first-aid treatment of minor cuts and grazes.

Toileting Accidents

From time to time it is necessary for school staff to change a child following a toileting incident. When children join the school, parents/carers are asked to sign 'Permission to change your child' as part of our Admissions Form, giving the school permission to change the child in a sensitive and safe way.

Following good safe guarding practice, at Eton Porny we ensure that no adult is put in a vulnerable position in this situation and therefore a second adult is always advised and in the immediate vicinity when a child is being changed. Older children are encouraged to change themselves although an adult is available to give guidance and verbal support.

Emergency Arrangements

When called in the event of an accident, the first aider will take charge of the first aid administration and emergency treatment commensurate with their training. Following their assessment of the injured person they are to administer appropriate first aid and make a balanced judgement as to whether to call an ambulance. If this is deemed necessary information on Contacting Emergency Services is set out above in **Appendix 5**. Copies of this form are kept next to the phone in the main school office.

If parents are not contactable in an emergency when a child requires hospital treatment a member of staff will accompany the child to hospital and remain with them until parents arrive at the hospital.

Records

A record is kept of all minor injuries that require actual medical intervention to children that occur on school site – this does not include minor scrapes/grazes that may or may not require a plaster. Recorded incidents will include any minor injury that requires a cold compress, or broader medical intervention. Records in school consist of a copy of the information that is sent home to parents via a 'bump note' (see below).

  **BUMP NOTE**  Date:.....

Dear Parent/Carer, _____ in year _____ received a minor injury at school today.

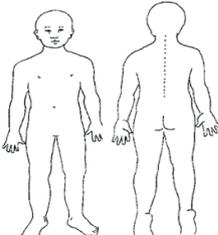
Details: _____

As well as giving TLC and comfort, we have:-

- Applied a cold compress
- Called you already to advise you of the incident
- Other: _____

They have been fine at school, but if you have any concerns, please call your GP.

Slip completed by: _____
Mrs K Russell – Headteacher, Eton Porny C of E First School



Should a child receive a bump to the head, a judgement is made as to whether or not a call of concern to the parent/carer is required. This is noted on the Bump Note.

Details of more serious accidents/injuries, including those that require the intervention of emergency services, will be recorded on the Accident/Incident/Near Miss Report Form. This form is then sent to the Chris Fisher at SEBMAT.