



**Boxgrove Lane, Guildford, Surrey GU1 2TD**

Co-Headteachers:

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## **Supporting Pupils with Medical Conditions Policy**

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible.

**Qualified First Aid at Work Staff Members:**

Alice Berlis	257
Alison Fitch	212
Ian Dickinson	204
Janet Rosson	258 (Mon, Wed, Fri) 210 (Tue, Thur)

## Introduction

Boxgrove is an Academy co-educational school for children aged 4 - 11 years old and is situated on the east side of Guildford. Our Published Admittance Number (PAN) for is 90.

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- a) SHORT-TERM; affecting their participation in school activities which they are on a course of medication.
- b) LONG-TERM; potentially limiting their access to education and requiring extra care and support.

## School Ethos

Boxgrove Primary School wishes 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 updated in December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site. The statutory duty came into force 1 September 2014.

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply. In the case of pupils with special medical needs, the responsibility of the Trust to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Boxgrove Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, other pupils).

## Our Aims

- To support pupils with medical conditions (both physical and mental health), so that they have full access to education, remain healthy, achieve their academic potential and take part in physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication

- To comply fully with Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records.

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; ignore medical advice, evidence or opinion
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan
- Penalise children for their attendance record where this is related to a medical condition
- Send pupils home frequently or prevent them from taking part in activities at school
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

### **Entitlement**

Boxgrove Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

#### **Employees may:**

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the Senior Leadership Team, any concerns or matters relating to the support of pupils with medical conditions.

### **Key Roles and Responsibilities**

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

- 1) Promoting co-operation between relevant partners regarding supporting pupils with medical conditions (under Section 10 of the Children Act 2004).
- 2) Providing support, advice /guidance and suitable training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- 3) Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

#### **b) The Governing Body of Boxgrove Primary School is responsible for:**

- 1) Ensuring arrangements are in place to support pupils with medical conditions, taking into account that many of the medical conditions that require support will affect quality of life and may be life-threatening. Therefore, the focus of the governing body will be upon the individual child and how their condition impacts on their school life.

- 2) Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively. The policy is regularly reviewed and is readily accessible to parents and school staff.
- 3) Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- 7) Ensuring written records are kept of, any and all, medicines administered to pupils.
- 8) Ensuring the policy sets out procedures in place for emergency situations.
- 9) Ensuring the level of insurance in place reflects the level of risk.
- 10) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**c) The Senior Leadership Team of Boxgrove Primary School is responsible for:**

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy so that they understand their role in its implementation.
- 2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Boxgrove Primary School.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff who need to be aware of a child's medical condition.
- 5) Developing Individual Healthcare Plans (IHPs) with the Special Educational Needs Coordinator (SENDCO).
- 6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- 7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- 8) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 9) Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- 10) Ensuring confidentiality and data protection.
- 11) Assigning appropriate accommodation for medical treatment/ care.

**d) Staff members of Boxgrove Primary School are responsible for:**

- 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) Knowing where controlled drugs are stored.
- 3) Taking account of the needs of pupils with medical conditions in lessons.
- 4) 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.

**e) School nurses are responsible for:**

- 1) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career but wherever possible, before the child starts school.

- 2) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on the implementation of the IHP and training needs.
- 3) Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

**f) Pupils with Medical Conditions at Boxgrove Primary School are responsible for:**

- 1) Providing information on how their medical condition affects them (as appropriate to the age and stage of the pupil and with support where necessary).
- 2) Contributing to their IHP where possible.
- 3) Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents (see section "Pupils who are Competent to Manage their Own Health").

**g) Parents of Pupils with Medical Conditions at Boxgrove Primary School are responsible for:**

- 1) Parents will inform school of any medical condition which affects their child or changes to their child/children's health or medication.
- 2) Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- 3) Parents will ensure that medicines to be given in school are in date and clearly labelled.
- 4) Parents will co-operate in training their children to self-administer medicine if this is appropriate (upon the advice of a medical professional), and the staff member will only be involved if this is not possible.
- 5) Parents will provide letters/report from medical practitioners to update the school on changes to current medical needs.

**h) Providers of Health Service are responsible for:**

- 1) Co-operating with schools that are supporting children with a medical condition, including communication and liaison with healthcare professionals.
- 2) Participating in locally developed outreach and training.
- 3) Providing valuable support, information, advice and guidance to schools and their staff, to support children with medical conditions at home.

**j) Clinical Commissioning groups are responsible for:**

- 1) Ensuring that commissioning is responsive to children's needs.
- 2) Ensuring that health services are able to cooperate with schools supporting pupils with medical conditions.
- 3) Ensuring they cooperate under Section 10 of the Children Act 2004 (as described above for local authorities).
- 4) Being responsive to local authorities and schools seeking to strengthen links between health services and schools.

## **Staff Training**

- a) Newly appointed teachers and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction. Whole staff awareness training of the policy will take place annually.
- b) The clinical lead for each training area/session will be named on each IHP.
- c) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

- d) Training needs will be assessed according to the specific needs of the pupil that the adult is supporting and by the SENDCO, in collaboration with the Headteacher.
- e) Training will be provided by the appropriate healthcare professionals to include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- f) The child's family will be asked for their views about how their child's needs can be met, providing specific advice for staff.
- g) School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Trust Estates Manager, Learning Partners Academy Trust and Head of Governance, Compliance and Estates, Learning Partners Academy Trust.

## **Arrangements for Pupils who are Competent in managing their own medical needs**

- a) After discussion with parents, children who are competent are encouraged to take responsibility for managing their own medicines and procedures.
- b) Details of the individual arrangements for a child managing their own medical needs are reflected in IHPs.
- c) Pupils managing their own medical needs, wherever possible, are allowed to carry their own medicines and relevant devices or are able to access their medicines themselves.
- d) Managing procedures may not be appropriate and may require supervision. Where this is the case, the relevant staff will help to administer medicines and arrange procedures.

## **Managing Medicines on School Premises**

- a) Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b) If this is not possible, 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.
- c) No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- d) No child under 16 years of age will be given medication containing aspirin/ibuprofen without a doctor's prescription. Medication e.g., for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed.
- e) Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which must still be in date but may come in a pen or pump) with administration, dosage and storage instructions. Medicines which do not meet these criteria will not be administered.
- f) A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- g) The School will keep controlled drugs, which have been prescribed for a pupil, securely and safely stored in the cabinet in the School Reception Office and only

named staff will have access. Autoinjector pens will also be kept in the office, located high on a shelf out of reach of pupils and individually labelled for each child. Controlled drugs will be easily accessible in an emergency.

- h) Medications will be stored in the School Office.
- i) Any medications left over at the end of the course will be returned to the child's parents to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps. Sharps boxes are kept out of reach of children high on shelves and changed regularly.
- j) All medication administered to children will be recorded in the Administration of Medicine Log (located in the School Reception Office). Inhalers are kept in classrooms, with the individual child's name on it. Children have access to these inhalers at all times. A member of staff records when a dose is given.
- k) Pupils will never be prevented from accessing their medication. Pupils will know where their medicines are at all times and be able to access them immediately.
- l) Photographs of pupils and information about their about medical conditions are kept in a clipboard in each classroom for teachers and support staff to access.
- m) Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

### **Individual Healthcare Plans (IHPs)**

- a) Where necessary and based on if it would be appropriate or disproportionate, an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENDCO) and medical professionals. If consensus cannot be reached, the Headteacher will make the final decision. *Information to be recorded on an IHP is provided in Appendix 1.*
- b) IHPs will be easily accessible to all relevant staff (on Edukey), including supply/agency staff, whilst preserving confidentiality. In the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- c) IHPs will be written, monitored and reviewed at least annually or when a child's medical circumstances change, whichever is sooner. They will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.
- d) 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.

### **Reintegration Arrangements and Transitional Arrangements**

- a) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.
- b) Transitional arrangements between schools will be completed in such a way that Boxgrove Primary School will ensure full disclosure of relevant medical information,



Healthcare Plans and support needed in good time for the child's receiving school to adequately prepare.

## **Emergencies**

- a) Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms. *A list of trained staff can be found in Appendix 2.*
- b) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- c) If an ambulance needs to be called, staff will:
  - Outline the full condition and how it occurred
  - Give details regarding the child's date of birth, address, parents'/carers' names and any known medical conditions
  - Inform the child's parents/carers' that an ambulance has been called
  - Accompany the child to the hospital, if appropriate and remain with the child until their parents'/carers' arrive.

## **Transport Arrangements**

- a) Where a pupil with an IHP is allocated school transport the school should invite a member of SCC Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- b) For some medical conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- c) When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- d) Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

## **Day Trips, Residential Visits and Sporting Activities**

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

## **Liability and Indemnity**

- a) Staff who undertake responsibilities within this policy will be assured by the Governing Body of Boxgrove Primary School that an appropriate level of insurances is in place and reflects the level of risk presented by children with medical conditions.
- b) Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions (See DfE Risk Protection arrangement).

## **Complaints**

Should parents be unhappy with any aspect of their child's care at Boxgrove Primary School, they must discuss their concerns with the school. This will be with the child's classteacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the Leadership Team, who will, where necessary, bring concerns to the attention of the Co-Headteachers. In the unlikely event of this not resolving this issue, the parents must make a formal complaint using the Boxgrove Primary School Complaints Procedure.



## Individual Health Care Plan

**Child's Name:**      **Date of birth:**

**School: Boxgrove Primary School**

**date:**

**Medical diagnosis or condition:**

**Describe medical needs and give details of child's symptoms:**

**See Risk Assessment to be completed for more details on this/communication with parents.**

**Any daily care requirements?**

**Breakfast Club and Grovers**

**Snacks:**

**Lunch practice:**

**Classroom practice**

**Medicine required / where does this need to be stored?**

.

**Medicine will be administered by:**

**Follow up care:**

**Who is responsible in an emergency?**

**Family Contact Information**

**Child's address:**

**Mum's Name: Best number to contact:**

**Dad's Name: Best number to contact:**

**Alternative number**

**Clinic/hospital Contact details**

**Name of clinic/hospital:**

**Main Contact:**

**Name of G.P: Contact number:**

**Address**

**Form copied to; Parent/carers Child file Others? (pls list):**

**Signed (Parent):**

\_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Parent):**

\_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This Individual Health Care Plan is in addition to a medication form which will be completed as normal.**

**This health care plan is no longer applicable – the child no longer has any medical requirements**

**Signed (Parent):**

\_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Parent):**

\_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPENDIX 1**





