

Mark Rutherford School



Supporting Students with Medical Conditions Policy

Author:	Business Manager
Governor's Committee:	Finance, Property, Health and Safety and Audit
Adopted by the Governing Body on:	21 st May 2024
Chair of Governors:	J Warehand
Headteacher:	K Foster
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AIMS

This policy aims to ensure that:

- Students, staff and parents/carers understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

The Governing Board will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of students' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant students.
- Developing and monitoring individual healthcare plans (IHPs).

The named person with responsibility for implementing this policy is Julie Simmonds, School Business Manager.

LEGISLATION AND STATUTORY RESPONSIBILITIES

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

ROLES AND RESPONSIBILITIES

The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support students with medical conditions. The Governing Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.

The Director of SEND and Inclusion will:

- Take overall responsibility for the development of IHPs.

- Contact the school nursing service in the case of any student 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 First Aid Lead will:

- Ensure that all staff who need to know are aware of a child's condition.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

The Business Manager will:

- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way

Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

School Nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

EQUAL OPPORTUNITIES

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents/carers.
- Ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs.
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students 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 student, 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.
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child.
- Administer, or ask students to administer, medicine in school toilets.

BEING NOTIFIED THAT A CHILD HAS A MEDICAL CONDITION

Short Term Medical Needs

- Many students will need to take medication at school at some time in their life. Mostly this will be for a short period only. Medication should only be taken to school when absolutely necessary. Parents/carers should ask their doctor if the dose frequency can be prescribed to enable the medicine to be taken outside school hours. If it is necessary to take the medicine in school hours and it needs to be kept in a refrigerator this can be arranged. The medicine should be supplied in the original container from the chemist; correctly named and dated with an outline of the dose required. A letter from the parent/carer will be received, stating that they give permission for the drug/medicine to be administered and details of dosage.

Long Term Medical Needs

- The school needs to know about any student's medical needs, especially if a student develops a new condition. It is the parents/carers responsibility to inform the school in writing of all medical needs and medicines which need to be given at school by completing a School Medical Form (Appendix B). A separate Medicine Form should be completed for each medicine to be taken by a named student. If a parent/carer wishes a student to carry, and administer their own medication, they should complete Appendix B.

It is the student's responsibility to remember when their medication is due and to go to the First Aid Office at the appropriate time (if possible this should not be during lesson time).

Parents/carers should inform the school if their child suffers from an extreme allergic reaction. Students should keep the necessary emergency treatment with them and a second emergency treatment should be kept in the First Aid Office. 'Key' staff, including First Aiders, have been fully trained by the School Nurse to administer medicine for this condition. Parents/carers will be immediately informed if their child suffers from a reaction at school.

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within two weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

INDIVIDUAL HEALTHCARE PLANS (IHPS)

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the Director of SEND and Inclusion.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Director of SEND and Inclusion will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the School Nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Director of SEND and Inclusion will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the student's condition and the support required.
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/carer and/or student, the designated individuals to be entrusted with information about the student's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

MANAGING MEDICINES

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so, **and**;
- Where we have parents/carers written consent.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parent/carer.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

It is the responsibility of the student to come to the first aid room at the correct time to take their medication.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date.
- Labelled.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

If student is asthmatic and has been issued with an inhaler, he/she should carry their 'reliever' inhaler with them at all times. It is advisable that a spare, named 'reliever' inhaler is kept in the First Aid Office in case of emergencies.

If a student is diabetic, he/she should carry a snack around with them at all times.

EpiPens should be handed into the First Aid Office.

Paracetamol Policy

The member of staff responsible for giving medicines must be wary of routinely giving paracetamol to children. If regular patterns emerge of students requesting paracetamol the First Aid Lead will notify the year office to discuss with the student and/or parent/carer.

If a student complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol straight away. There should be at least four hours between any two doses of paracetamol containing medicines. No more than four doses of any remedy containing paracetamol should be taken in any 24 hours. Consideration will be given whether the student may have been given a dose of paracetamol before coming to school. If a child is unwell in the morning and requires paracetamol before leaving for school it is advised that the parent/carer administers this at home.

If a student requests paracetamol during the school day the student is assessed and is first encouraged to get some fresh air/have a drink/something to eat and paracetamol is only considered if these actions do not work. If the student is not well enough to stay in school the parent/carer will be called.

There must be prior consent from the parent/carer to administer paracetamol.

Only standard paracetamol tablets may be administered. Combination drugs, which contain other drugs besides paracetamol must not be administered.

Paracetamol must be stored securely as all other medicines are stored and should not be kept in first aid boxes.

It must not be given:

- Following head injury.
- Where a child is already on some of the medication.
- Where a child has taken paracetamol containing medicine within four hours.

Minimising the need for medication in school hours

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents/carers should be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, and would not normally need to be administered in school unless, for example, the child was staying late for a club/fixture.

Recording of medicines given

The First Aid Lead will ensure that all medicines given will be recorded on the students record on SIMS.

STORAGE/ADMINISTRATION OF MEDICINES

Medicines are stored in the First Aid room, unless they have to be kept below 25°C, when they will be kept in the refrigerator, in a separate container. Diabetic students should carry their blood sugar monitoring equipment (where they have been issued) and snacks with them at all times. Spares can be kept at the First Aid office.

Students who have identified allergic reactions should keep their spare medicines in First Aid office.

Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away. These will be kept in a clearly marked draw in the First Aid room and all staff will be made aware of their location in the case of an emergency.

Any medicine no longer required should be collected by parents/carers from the school. Parents/carers will also be asked to collect out-of-date medicines from the school for disposal.

It is the responsibility of parents/carers to ensure replacement medication is in school before the expiry date, i.e. EPIPENS.

All medication is kept in the First Aid Room in a sealed, named container. These are kept alphabetically along with details of dosage and a signed note from parent/carer.

All medication given to a student is recorded and signed for by the person administering the dosage.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

EMERGENCY PROCEDURES

Staff will follow the school's normal emergency procedures (for example, calling 999). All student's IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

TRAINING

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with The Director of SEND and Inclusion. Training will be kept up to date.

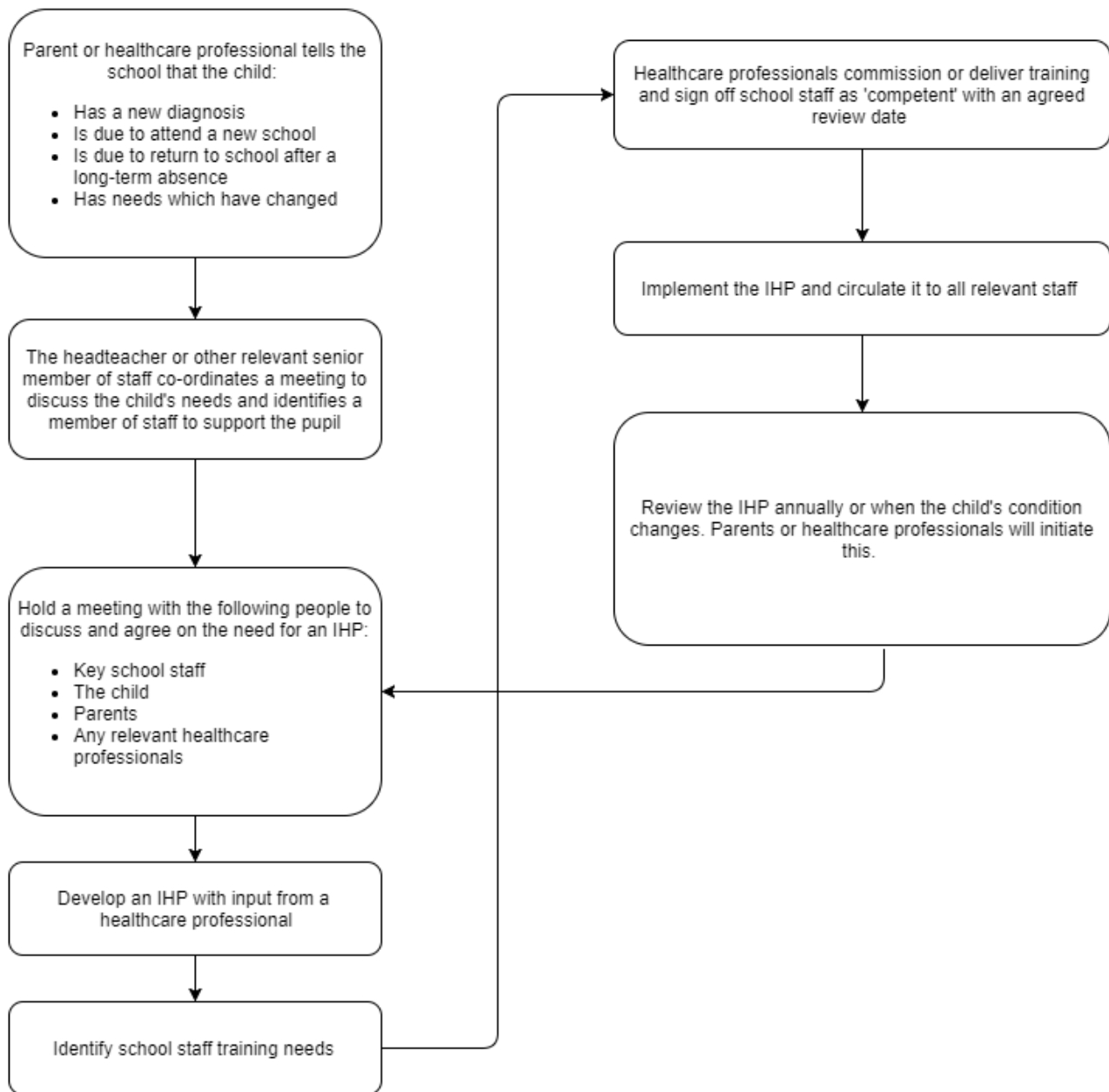
Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

This policy will be shared with all first aid trained staff and with any other named, or relevant staff, on the school Smartlog system to verify that they have read and understood these procedures.

APPENDIX 1: BEING NOTIFIED A CHILD HAS A MEDICAL CONDITION



Parent/Carer Agreement for Mark Rutherford School to Administer Medicine

Mark Rutherford School will not administer the student's medicine unless you complete and sign this consent form and Mark Rutherford has a policy that can administer medicine.

Name of Child	
Date of Birth	
Year and Form	
Medical Condition or Illness	

Medicine

Name/Type of Medicine	
Date Dispensed	
Expiry Date	
Dosage and method	
Timing	
Special Precautions	
Are there any side effects that we should know about?	
Self-Administration	[Yes] [No]
Procedures to take in the event of an emergency	
Permission to administer Paracetamol e.g. Period Pains and headaches	

Contact Details

Name	
Daytime Telephone Number	
Mobile Number	
Relationship to the Student	
Address	

I understand that I must deliver the medicine personally to Student Reception/Fist Aid room.

I accept that this is a service that Mark Rutherford School is not obliged to undertake.

I understand that I must notify Mark Rutherford School of any changes in writing.

Parent/Carer signature

Date:

REQUEST FOR PUPIL TO CARRY HIS/HER OWN MEDICATION

Pupil's Name.....

Tutor Group.....

Condition or Illness.....

Name of Medicine.....

Procedures to be taken in an Emergency.....

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Contact Information

Parents or Carers Name.....

Daytime Phone Number.....

I would like my son/daughter to keep his/her medication on him/her for use as necessary

Signature.....Date.....