

SACRED HEART  
CATHOLIC VOLUNTARY ACADEMY



LIVE, LEARN, LOVE

SUPPORTING PUPILS WITH MEDICAL  
CONDITIONS POLICY

APPROVED BY  
THE GOVERNING BODY  
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## CONTENTS

Overview	<b>3</b>
Aims and Objectives	<b>3</b>
Implementation	<b>3</b>
Definitions	<b>4</b>
The Role of Staff	<b>4</b>
Procedures to be followed when Notification is received that a Pupil has a Medical Condition	<b>5</b>
Individual Healthcare Plans	<b>6</b>
The Child's Role in Managing their Medical Needs	<b>8</b>
Managing Medicines on Site	<b>8</b>
Unacceptable Practice	<b>9</b>
Complaints	<b>9</b>
Appendices	
Model Process for Developing Individual Healthcare Plans	<b>10</b>
Example of an Individual Healthcare Plan	<b>11</b>
Parental Agreement for the Administration of Medicines	<b>14</b>
Record of Medicine Administered to an Individual Child	<b>15</b>
School Record of Administration of Medicine	<b>16</b>
Model Invite Letter for Developing an Individual Healthcare Plan	<b>17</b>
Emergency Services Contact Form	<b>18</b>
Staff Training Record for the Administration of Medicines	<b>19</b>

## **OVERVIEW**

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at Sacred Heart Catholic Voluntary Academy with medical conditions.

Pupils with special medical needs 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 the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. Teachers and other school staff must ensure the safety of all pupils in their care at all times.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from a range of sources, including the School Nurse, Healthcare 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, classmates).

This Policy will be reviewed annually and will be readily accessible to Parents/Carers and staff through the academy's website.

## **AIMS**

- To support pupils with medical conditions, so that they have full access to education, including 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 the 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.

## **IMPLEMENTATION**

All schools and academies are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this policy is given to Mrs Lisa Atkins, Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. Mrs Atkins will also be responsible for briefing supply teachers, risk assessments for school visits and other school activities outside of the normal timetable. Miss Winton, the SENDCo will monitor Individual Healthcare Plans. All staff will be expected to show a commitment and awareness of children's medical conditions. All new

members of staff will be inducted into the arrangements and guidelines set out in this policy as part of their induction programme.

## **DEFINITIONS**

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.

## **THE ROLE OF STAFF**

At Sacred Heart Catholic Voluntary Academy some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010.

Some may also have Special Educational Needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice and the Sacred Heart Catholic Voluntary Academy SEN Information Report both of which can be found on the school's website. [www.sacredheart.leics.sch.uk](http://www.sacredheart.leics.sch.uk)

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child.

Sacred Heart Catholic Voluntary Academy, health professionals, parents/carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. 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 and health professionals.

Consideration will also be given to how children will be reintegrated back into school after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans).

At the Academy, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the School Nurse, Ms Christine Sleight, who we have regular contact with, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Sacred Heart Catholic Voluntary Academy 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 Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

### **PROCEDURES TO BE FOLLOWED WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION**

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be 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.

For children starting at Sacred Heart Catholic Voluntary Academy, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to Sacred Heart Catholic Voluntary Academy mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. In making the arrangements, the academy will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Academy will ensure that arrangements give parents/carers and pupils confidence in the academy's ability to provide effective support for medical conditions in school. The arrangements will 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.

We will ensure that staff are properly trained to provide the support that pupils need. Sacred Heart Catholic Voluntary Academy will ensure that arrangements are clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The academy 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.

The Academy will make sure that no child with a medical condition is denied admission or prevented from attending the academy because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

The academy does 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/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by Miss Winton, SENDCo or Mrs Atkins, Headteacher. Following the discussions an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Other pupils in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Healthcare Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance. 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' names and any known medical conditions.
- Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose.
- Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom unless parents have asked for this not to happen. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's records and this information will be provided to class teachers annually.

The Governing Body of Sacred Heart Catholic Voluntary Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. (Policy held by School Business Manager, Mrs Tina Hutson-Goater)

### **INDIVIDUAL HEALTH CARE PLANS**

Individual Health Care Plans will be written and reviewed by Miss Winton, SENDCo, or by Mrs Atkins, Headteacher, but it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed.

The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at school. Individual Healthcare Plans will help to ensure that the academy effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The academy, health care professional and parents/carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher, Mrs Atkins, 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 in Appendix A.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will 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 an EHC plan, their SEN should be mentioned in their Individual Health Care Plan. Appendix B shows a template for the Individual Health Care Plan and the information needed to be included.

Individual Health Care Plans, (and their Review), may be initiated, in consultation with the parent/carer, by a member of school staff or a healthcare professional involved in providing care to the child.

The Individual Health Care Plan must be completed by the Lead Professional (usually the SENDCo) with support from parents/carers, 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 responsibility for ensuring it is finalised and implemented rests with the academy.

Where the child has a SEN identified in a statement or EHC plan, the Individual Health Care Plan should be linked to or become part of that statement or EHC plan.

Appendix B provides a template for the Individual Health Care Plan but it is a necessity that each one includes:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil'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/noisy conditions, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required.
- Arrangements for written permission from parents/carers and Mrs Atkins for medication to be administered by a member of staff, or self-administered by the pupil 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 child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parents/carers or child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the academy's responsibility to write or review.

The academy will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the Academy assesses and manages risks to the child's education, health and social wellbeing and minimises disruption.

## **THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS**

If it is deemed, after discussion with the parents/carers, that a child is competent to manage their own health needs and medicines, the academy will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans. Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the school office to ensure that the safeguarding of other children is not compromised. Inhalers will be kept in classrooms.

The academy does also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

If a child is not able to self-medicate then relevant staff should 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 instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

## **MANAGING MEDICINES ON SITE**

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

- Medicines should only be administered at the academy 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 administer non-prescription medicines to a child, if a parent/carer wishes a child to have the non-prescription medicine administered during the academy day, they will need to come to the academy to administer it to their child.
- The academy 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 will be stored safely in the school office. Children should know where their medicines are at all times and be able to access them immediately.
- Asthma inhalers are kept in classrooms where both child and teacher know how to access them. EpiPens are stored centrally in the school office.
- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions.

The Academy 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 Academy should be noted. Appendix C and Appendix D outline these procedures.

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.



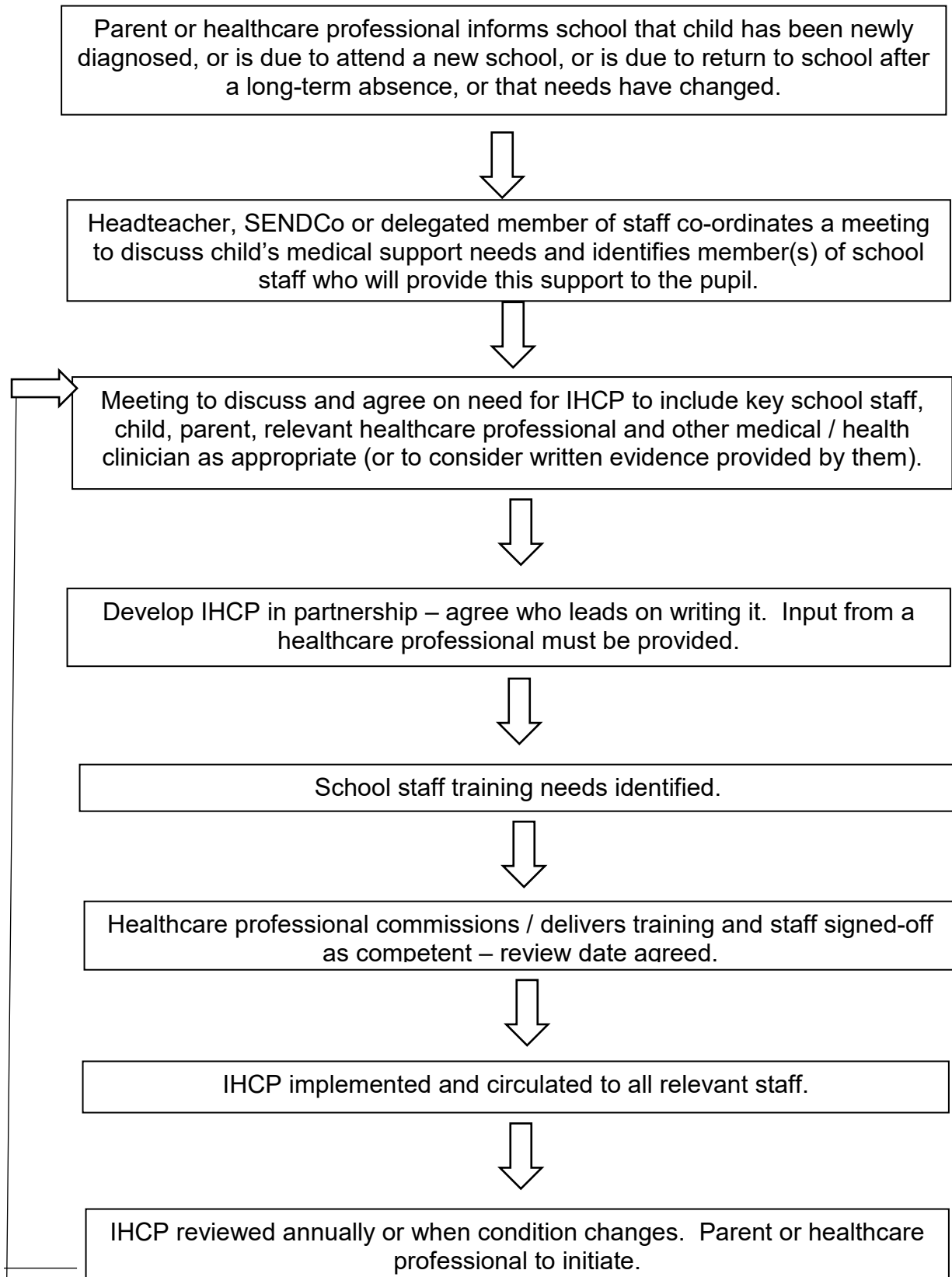
## **UNACCEPTABLE PRACTICE**

Although Academy 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 or medical room 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 the academy 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 Academy 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 Academy life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

## **COMPLAINTS**

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the Trust Complaints Policy.

**Model Process for Developing Individual Healthcare Plans**

**SACRED HEART CATHOLIC VOLUNTARY ACADEMY  
Individual Healthcare Plan**

Child's name	
Year group	
Date of birth	
Address	
Diagnosis or condition	
Date	
Review Date	

**Family Contact Information**

Name & relationship to child	
Phone number – work	
Phone number – home	
Phone number - mobile	
<i>Please circle the first number to try.</i>	
Name & relationship to child	
Phone number – work	
Phone number – home	
Phone number - mobile	
<i>Please circle the first number to try.</i>	

**Clinic / Hospital Contact**

Name	
Phone number	

**GP Contact**

Name	
Phone number	

In school, the person responsible for providing support is \_\_\_\_\_

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.

The person responsible in an emergency is \_\_\_\_\_

This plan was developed with \_\_\_\_\_

Staff **training** needed / undertaken (Who? What? When?)

--

Form copied to \_\_\_\_\_

## SACRED HEART CATHOLIC VOLUNTARY ACADEMY

### Parental Agreement for the Administration of Medicines

The school cannot administer medicines unless this form is completed and signed.

Date of review	
Child's name	
Date of birth	
Year group	
Medical condition or illness	

#### Medicine

Medicine (As described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions / other instructions	
Any known side effects?	
Self-administration?	Yes / No
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

#### Contact Details

Name & relationship to child	
Phone number – work	
Phone number – home	
Phone number - mobile	
<i>Please circle the first number to try.</i>	
Address	

I understand that I must deliver the medicine to

\_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**SACRED HEART CATHOLIC VOLUNTARY ACADEMY  
Record of Medicine Administered to an Individual Child**

Name of child	
Year group	
Date medicine provided by parent(s)	
Quantity received	
Name of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

<b>Date</b>				
<b>Time given</b>				
<b>Dose given</b>				
<b>Name of member of staff</b>				

<b>Date</b>				
<b>Time given</b>				
<b>Dose given</b>				
<b>Name of member of staff</b>				

<b>Date</b>				
<b>Time given</b>				
<b>Dose given</b>				
<b>Name of member of staff</b>				

<b>Date</b>				
<b>Time given</b>				
<b>Dose given</b>				
<b>Name of member of staff</b>				

SACRED HEART CATHOLIC VOLUNTARY ACADEMY

School Record of Administration of Medicine

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Staff signature	Print name



# SACRED HEART CATHOLIC VOLUNTARY ACADEMY

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 each (remove either the or each) 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

**SACRED HEART CATHOLIC VOLUNTARY ACADEMY**  
**Emergency Services Contact Form**

Request an ambulance - 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.

Your telephone number	(School 01509 212204)
Your name	
Your location	(Sacred Heart Catholic Voluntary Academy)
Postcode	(LE11 2BG)
The location of the child within the school setting	
Name of child and description of symptoms	
Inform Ambulance Control of the best entrance and that they will be met by a member of staff.	
Put this completed form by the phone.	

**SACRED HEART CATHOLIC VOLUNTARY ACADEMY**  
**Staff Training Record for the Administration of Medicines**

Name	
Type of training received	
Date of training completed	
After training, the staff member is not able to administer (please list medicine / treatment)	
Training provided by	
Profession and title	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated \_\_\_\_\_.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_