



# Supporting pupils with medical conditions policy

St Ursula's Convent School

<b>Approved by:</b>	The Governing Body	<b>Date:</b>
<b>Ownership:</b>	Kirsty Adams	<b>Deputy Headteacher</b>
<b>Last reviewed on:</b>		
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## 1. Aims

**St Ursula's Convent School** is an inclusive community that supports and welcomes children with medical conditions.

There are four key principles underpinning our policy, in line with the DfE guidance:

1. Children with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
2. Our focus is on each student as an individual, and how their medical needs and unique situation affect their access, participation and enjoyment of school life.
3. Arrangements must be in place in school to support children with medical conditions, including the appropriate use of risk assessments and the development and implementation of healthcare plans.
4. Meeting the needs of children with medical conditions can only be done to the highest standards when the child herself, the parent/carer and the relevant health and social care practitioners are fully included in supporting children with medical needs. As such, children with 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.

In line with safeguarding duties, the governing body ensures that children's health is not put at risk. We do not, therefore, permit entry to school where it is detrimental to the health of that child or others to do so.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported so that they can access the same education as other pupils, including school trips and sporting activities.
- The Governing Body will implement this policy by ensuring:
  - sufficient staff are suitably trained
  - staff aware of pupils' conditions, where appropriate
  - there are cover arrangements to ensure someone is always available to support pupils with medical conditions
  - supply teachers are provided with appropriate information about the policy and relevant pupils
  - developing and monitoring individual healthcare plans (IHPs).

**The named person with responsibility for implementing this policy is Miss Lasite Cole.**

## 2. 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 Bodies to make arrangements for supporting pupils 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](#).

## 3. Roles and responsibilities

### 3.1 The Governing Body

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

### 3.2 The Headteacher

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
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

### 3.3 Staff

Supporting pupils 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 pupils 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 pupils 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 pupils 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.

### 3.4 Parents

Parents 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.

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

### **3.6 School nurses and other healthcare professionals**

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

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

## **4. Equal opportunities**

Our school is clear 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 school will consider what reasonable adjustments need to be made to enable these pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP (See Appendix 1).

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

## **6. Individual healthcare plans (IHPs)**

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCo.

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

Plans will be developed with the pupil's best interests in mind and will set out what needs to be done, when and by whom.

Not all pupils with a medical condition will require an IHP. A healthcare professional and the parents will agree when an IHP is inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil 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 Governing Body and the SENCo will consider the following when deciding what information to record on IHPs:

- 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 corridors, 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 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 pupil 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements.

## 7. Managing medicines

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

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

**The only exception to this is when the medicine has been prescribed to the pupil without the knowledge of the parents.**

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents 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.

All medicines will be stored safely. Pupils 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 pupils and not locked away.

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

### 7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## **7.2 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## **7.3 Unacceptable practice**

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

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets.

## **8. Activities beyond the usual curriculum**

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum. When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate. There may be occasions when the school cannot allow students to go on a school trip.

The party leader will carry out a thorough risk assessment prior to the trip to ensure the necessary level of medical care required for the trip. This will include first aid equipment and any prescribed

medication for students attending the trip. A trained first aider will attend the trip. During school trips the first aid trained member of staff will carry first aid bags.

## 9. Emergency procedures

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

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

## 10. Training

Staff who are responsible for supporting pupils 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 pupils 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 SENCo. 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 pupils
- 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.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 11. Record keeping

The Governing Body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## 12. Liability and indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## 13. Complaints



Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the SENCo in the first instance. If the SENCo cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **14. Monitoring arrangements**

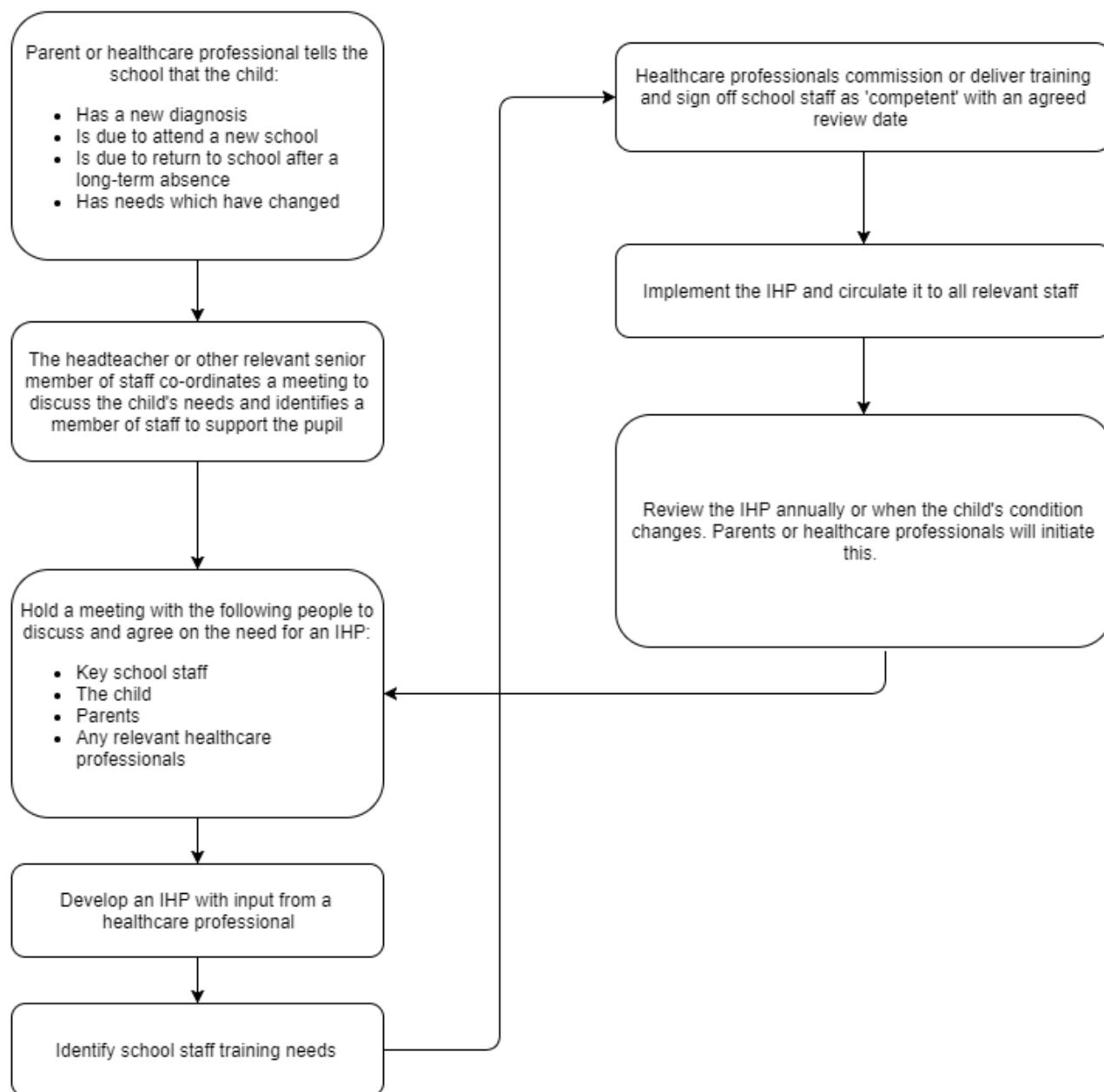
This policy will be reviewed and approved by the Governing Body every year.

## **15. Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Complaints
- Equality information and objectives
- First aid
- Health and Safety
- Safeguarding and Child Protection
- Special educational needs policy and information report

## Appendix 1: Being notified a child has a medical condition



## Appendix 2: Individual Healthcare Plan

<b>Name of school</b>	<b>St Ursula's Convent School</b>
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information:

Name	
Phone (Work)	
(Home)	
(Mobile)	
Name	
Relationship to child	
Phone (Work)	
(Home)	
(Mobile)	

### Clinic/Hospital Contact:

Name	
Phone no	

**GP:**

Name	
Phone no	

Who is responsible for providing support in school?	
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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, contraindications, administered by/self-administered with/without supervision:

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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:

This plan represents all the information relating to my child’s medical needs and is accurate at the time of completion.

Name (Please Print):

Relationship to child:

Signed:

Date:

### Appendix 3: PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION

**The school staff are not able to administer medication to your child unless you complete and sign this form**

Please complete this form in **BLOCK CAPITALS** and black ink

Name of student	
Date of birth	///
Year group and form	
Medical condition or illness	
Medication Name/type of medicine (as described on packaging)	
Date dispensed	///
Expiry date	///
Storage requirements	
Dosage and method	
Time to be taken	
Can this be self administered?	YES / NO (please delete as appropriate)
Special precautions	
Any side effects to the medication we need to know about?	
Procedures to take in an emergency	

Emergency contact (first) name and contact number (mobile)	
Other daytime number	
Emergency contact (second) name and contact number (mobile)	
Other daytime number	
Relationship to student	

**I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing**

Parent / Carer Name – (Please PRINT)

Parent / Carer Signature

Date

***This form must be completed and returned to the main office with your child's medication for safe storage.***

***The only exception is for **Asthma pump, EPI pen or insulin** unless your child has medical permission to carry other medication.***

## Appendix 4: Record of medicine administered to all students

Student name \_\_\_\_\_

Form \_\_\_\_\_ Year Group \_\_\_\_\_

Date	Time	Medicine Given	Dose	Any reaction ?	Medication returned	Signature	Print Name

**Medication returned for appropriate parental disposal, e.g. Epi-pen:**

**Date:**

**Staff Signature:**



## Appendix 5: CONSENT FORM FOR USE OF EMERGENCY SALBUTAMOL INHALER

This consent form is **ONLY** to be completed for students who have been diagnosed with Asthma and have been prescribed an inhaler by their GP.

Please complete this form in **BLOCK CAPITALS** and black ink

<b>Name of student</b>	
<b>Date of birth</b>	
<b>Year group and form</b>	
<b>Emergency contact - name</b>	
<b>Relationship to student</b>	
<b>Daytime telephone number</b>	
<b>Email address</b>	

Please tick the boxes below to confirm

I can confirm that my child has been diagnosed with Asthma and prescribed a salbutamol inhaler by their GP	
I have completed and returned the request for my child to carry their own prescribed salbutamol inhaler	
I understand that by signing this form, I consent to the following: In the event of my child displaying symptoms of Asthma and the prescribed inhaler being either not available or usable, I give permission for the use of the Salbutamol inhaler from an emergency inhaler kit held by the school.	
<b>Parent/Carer's Name: (please print)</b> <b>Parent/Carer's Signature</b> <b>Date:</b>	

***This form must be completed and returned to the main office.***

## **Appendix 6 : Required Medical Information**

It is of vital importance that the school has all the relevant medical details on file for your child. Please complete this form fully – if any details change, please ensure that the school office is informed as soon as possible.

Written consent from parents must be received before administering **any** medicine to a pupil at school.

If medication is to be kept in school for your child, please note it is the responsibility of parents/carers to keep a record of the expiry date, and to provide a replacement when necessary. The school is not responsible if medication runs out or expiry dates are passed.

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

**The information you give is confidential.**

## **Pupil Safety and Medical Information**

**Child's Details – Please complete in full**

Full Legal Name DOB Preferred Forename Preferred Surname

**GP Details – Please complete in full**

Family Doctor (Name of GP)

GP / Surgery telephone number

Name of Surgery

Surgery address and postcode

Postcode

**Medical Questionnaire**

Please tick Yes or No and give details if required.	YES	NO
1. Has your child have any visual impairment? If yes, please give details		
Please tick Yes or No and give details if required.	YES	NO
2. Does your child have a hearing impairment? If yes, please give details		
3. Can your child participate in physical activities without restriction or special supervision? If no, please give details		
4. Has your child had any recent injury? If yes, please give details		
5. Has your child had any recent infection? If yes, please give details		

6. Is your child a diagnosed Diabetic?		
7. If yes, is she insulin dependent?		
8. Is your child diagnosed asthmatic?		
9. If yes, does she have an asthma pump prescribed by her GP?		
10. Does your child have any allergies or food intolerances?		
11. If yes, please list allergies/intolerances		
12. Does your child have an auto adrenaline injector prescribed by her GP?		
13. Does your child have sickle cell anaemia?		
14. Does your child suffer from seizures?		
15. If yes, is she prescribed medication for the seizures?		

### MEDICAL EMERGENCY PROCEDURE

In the event of a medical emergency, if required, staff will immediately call an ambulance, followed by the designated emergency contact (Contacts will be called in order of preference given by the parent/carer).

### Other Information

1. Does your child have a current Care Plan?	Yes	No
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If yes, please give details		
2. Is your child involved with any external agencies? (E.g. CAMHS, Social Services, Educational Psychologist)	Yes	No
If yes, please give details		
3. Is your child registered disabled?	Yes	No
If yes, please give details		
4. Please provide the date of your child's last inoculation and what it was.	Date	
Description		

**I give consent for my child to be given the following if required:**

	Yes	No		Yes	No
Plasters			Sun cream		

<p><b>Is there any other medical information you think we should know?</b></p>
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### **CHANGES TO MEDICAL INFORMATION AND EMERGENCY CONTACTS**

Please advise the school **immediately of any change** to the information you have provided on this form or any updates and/or undeclared medical issues or conditions. It is the sole responsibility of the parent/carer to inform the school of such changes. Failure to do this may

put your child at risk. The school will not be held liable for emergencies should you fail to disclose or update your child's medical information or Emergency Contacts.

## **MEDICATION MANAGEMENT**

If your child uses an Asthma pump, EPI pen or insulin they must have these on them at all times and spare medication in the main office. **Please complete any of the following three Medication forms needed for your child to administer and carry the above-mentioned medications.**

Signature of Parent / Carer:

Please PRINT your name:

Date: