



# **Copthorne Primary School**

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

<b>Date of issue</b>		<b>Review date</b>		<b>Date ratified by Governing Body</b>	
March 2021		March 2024		March 2021	
	<b>Print name</b>	<b>Signature</b>		<b>Date</b>	
<b>School Leader</b>	Miss S Ngenda				
<b>On behalf of Governing Body</b>	Mr P Gerrard				

## Statement of intent

Copthorne Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

The SEND Code of Practice places clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At Copthorne Primary, we welcome and aim to support all pupils, regardless of the existence of a medical condition. Copthorne Primary School positively encourages all pupils to achieve in all aspects of school life by having a clear policy and guidance that is shared and understood by all school staff and pupils.

---

Signed by

\_\_\_\_\_ Head of School                      Date \_\_\_\_\_

\_\_\_\_\_ Chair of Governors                      Date \_\_\_\_\_

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

- Promoting cooperation between relevant partners and stakeholders regarding support for pupils with medical conditions
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively

**The Governing Body is responsible for:**

- Implementing the Supporting Pupils with Medical Conditions policy and procedures at Copthorne Primary School
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the school's Complaints Policy
- Ensuring pupils with a medical condition are able to participate fully in all aspects of school life
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy
- Ensuring the level of insurance in place reflects the level of risk

**Procedures to support the achievement of these are as follows:**

- Annual review of the policy and procedures ensures a continuous cycle of assess, review and do
- Regular reports to the governing body ensure practice is current
- Annual audit of safeguarding policy and procedures includes an evaluation of the appropriate level of insurance required of this policy

**The School Leader is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Copthorne Primary School
- Ensuring the policy is developed effectively with partner agencies
- Making staff aware of this policy
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy
- Ensuring the correct level of insurance is in place for staff that support pupils in line with this policy

**Procedures to support the achievement of these are as follows:**

- Working with relevant agencies to continuously challenge the provision for pupils with a medical condition
- Ensuring all new staff members complete staff induction which includes an overview of supporting pupils with a medical condition
- Ensuring all members have access to this policy and procedures through the Staff Handbook
- Evaluating the annual safeguarding report and addressing any issues

**The SENDCO and Lead First Aider are responsible for:**

- Keeping written records of any and all medicines administered to individual pupils and across the school population
- Liaising with healthcare professionals regarding the training required for staff
- Making staff - who need to know - aware of a child's medical condition
- Developing Individual Healthcare Plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situation
- Contacting the school nursing service in the case of any child who has a medical condition

**Procedures to support the achievement of these are as follows:**

- Staff induction includes an overview of First Aid
- Admission form highlights medical condition and pupils are referred to LFA

- SENDCO and/or LFA completes an Individual Health Care plan and Administration of Medication consent form (if necessary) at a meeting with the parents/carers BEFORE the child is admitted to school
- SENDCO and LFA will identify staff training needs and appropriate provision from IHCP and EHCP and work closely with healthcare professionals to ensure this is delivered
- Staff training needs will be regularly updated and reviewed by SENDCO and LFA
- A record of staff training and a list of staff qualified to undertake responsibilities will be kept in the medical conditions file

#### **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons
- Administering medication, if they have agreed to undertake that responsibility
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help such as, to read and understand IHCP's

#### **Procedures to support the achievement of these are as follows:**

- The Lead First Aid will inform relevant staff of a child's medical condition and the necessary arrangements that have been put in place
- Appropriate training will be provided before any member of staff undertakes any responsibility for a child with medical needs
- Relevant staff will have access to a child's Individual Health Care Plan

#### **Training of staff**

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction
- Teachers and support staff will receive regular and ongoing training as part of their development
- No staff member may administer drugs by injection unless they have received training in this responsibility

**School nurses are responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support

**Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health
- Completing an Administration of Medication form before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or year
- Discussing medications with their child/children prior to requesting that a staff member administers the medication
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENDCO, LFA, other staff members and healthcare professionals

**Procedures to support the achievement of these are as follows:**

- LFA to regularly meet with parents to update changes to their child's health information and update procedures in school
- Administration of Medication consent forms to be completed prior to pupils starting school

**The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of an adult

- **Procedures to support the achievement of these are as follows:**
- Where necessary, and from the IHCP, pupils will have clear targets set to progress towards pupils managing their own administration of medication

### **Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Special Educational Needs Coordinator (SENDCO) and medical professionals
- IHCPs will be easily accessible whilst preserving confidentiality
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner
- Where a pupil has an Education, Health and Care plan, the IHCP will be linked to it or become part of it
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate

### **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign an Administration of Medication consent form
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered
- A maximum of four weeks supply of the medication may be provided to the school at one time
- Medications will be stored in the Medical Room refrigerator
- Any medications left over at the end of the course will be collected by the child's parents/carers

- Written records will be kept of any medication administered to children
- Pupils will never be prevented from accessing their medication
- Copthorne Primary School cannot be held responsible for side effects that occur when medication is taken correctly

**For procedures see Administration of Medication Policy**

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures
- School has a spare EpiPen that could be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare EpiPen has been provided. The spare EpiPen can be administered to a pupil whose own prescribed EpiPen cannot be administered correctly without delay. Alongside this a register of pupils who have been prescribed an EpiPen is placed with the emergency EpiPen ensuring a record of use of any EpiPen, either pupils own device or the school's spare EpiPen.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail what constitutes an emergency and what to do in an emergency
- Pupils will be informed in general terms of what to do in an emergency such as telling a member of staff
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive

### **Unacceptable Practice**

**Copthorne Primary School understands that the following behaviour is unacceptable:**

- ✓ Assuming that pupils with the same condition require the same treatment
- ✓ Ignoring the views of the pupil and/or their parents/carers
- ✓ Ignoring medical evidence or opinion
- ✓ Sending pupils home frequently or preventing them from taking part in activities at school
- ✓ Penalising pupils with medical conditions for their attendance record where the absences relate to their condition
- ✓ Creating barriers to children participating in school life, including school trips
- ✓ Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition



## **Insurance**

- Staff who undertake responsibilities within this policy are covered by the school's insurance
- Copthorne Primary School is insured by Zurich Municipal who cover liability arising from the provision of incidental medical treatment arising out of the following activities:
  - i) First Aid
  - ii) Administration of prescribed and non-prescribed drugs or medicines

Some examples of the treatments that would be deemed to be covered are:

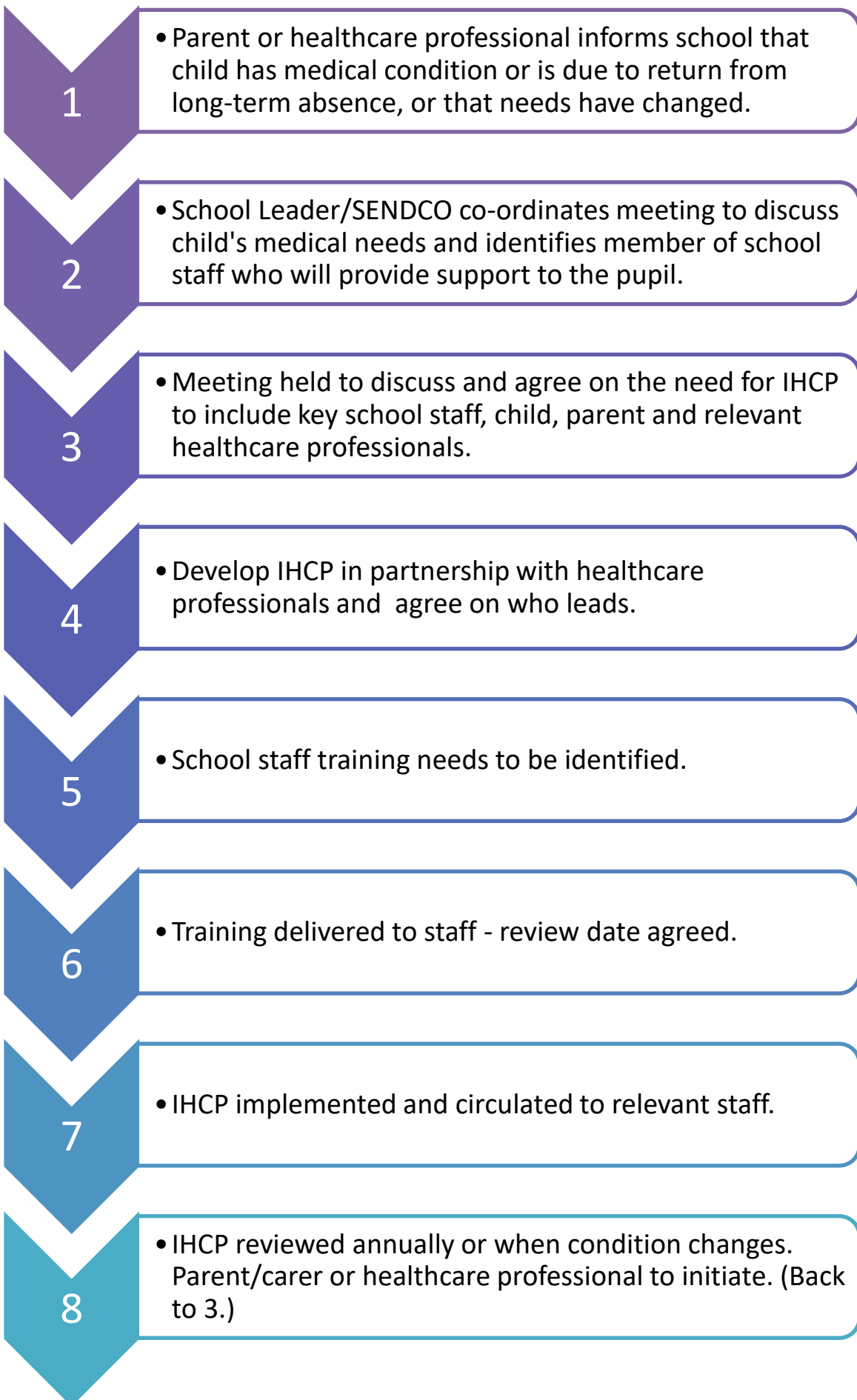
Use of epipens/use of defibrillators/injections/dispensing prescribed and non-prescribed medicines/application of appliances such as splints and oral and topical medication

- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Leader

## **Complaints**

- The details of how to make a complaint can be found in the Complaints Policy

## Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan

Copthorne Primary School Individual Health Care Plan

Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for school visits/trips etc.

--

Other information

--

Describe what constitutes an emergency, and the action to take if this occurs

--

Who is responsible in an emergency (*state if different for off-site activities*)

--

Plan developed with

--

Staff training needed/undertaken – who, what, when

--

Child's targets

	Timescale:
	Review date:

Consent

Signature of parent/s:	Date:
------------------------	-------

### Appendix 3 – Long Term Record of medicine administered to an individual child

#### Copthorne Primary School Record of medicine administered to an individual child (LONG TERM)

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine


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

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

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials
