

Weatherhead High School



Supporting Students with Medical Conditions Policy

Operational & under on-going consultation

Contents:

- [Statement of intent](#)
- 1. [Key roles and responsibilities](#)
- 2. [Definitions](#)
- 3. [Training of staff](#)
- 4. [The role of the student](#)
- 5. [Individual Healthcare Plans \(IHCPs\)](#)
- 6. [Medicines](#)
- 7. [Emergencies](#)
- 8. [Avoiding unacceptable practice](#)
- 9. [Mental Health](#)
- 10. [Insurance](#)
- 11. [Complaints](#)
- 12. Appendices
 - 1. [Individual healthcare plan implementation procedure](#)
 - 2. [Individual healthcare plan template](#)
 - 3. [Parental agreement for a school to administer medicine template](#)
 - 4. [Record of medicine administered to all children](#)
 - 5. [Staff training record – administration of medicines](#)
 - 6. [Contacting emergency services](#)
 - 7. [Model letter inviting parents to contribute to individual healthcare plan development](#)

Statement of intent

Weatherhead High 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 "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Signed by

_____ Mr Dymont, Headteacher

Date: _____

_____ Chair of Governors

Date: _____

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

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

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Weatherhead High School.
- 1.2.2. Ensuring that the Supporting Students 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that, where appropriate, all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Weatherhead High School.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.

1.3.4. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

1.3.5. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.4 The SENCO/Wellbeing Co-ordinator are responsible for:

1.4.1 Liaising with healthcare professionals regarding the training required for staff.

1.4.2 Making staff who need to know aware of a student's medical condition.

1.4.3 Developing Individual Healthcare Plans (IHCPs).

1.4.4 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.4.5 Contacting the school nursing service in the case of any child who has a medical condition.

1.5 Staff members are responsible for:

1.5.1 Taking appropriate steps to support students with medical conditions – checking the medical register in the 'Must Read' folder on the staff shared area.

1.5.2 Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

1.5.3 Key staff will administer medication.

1.5.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

1.5.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5.6 Clair Acock, the school nurse, is responsible for administering injections.

1.6 School nurses are responsible for:

1.6.1 Notifying the school when a student has been identified with requiring support in school due to a medical condition.

1.6.2 Liaising locally with lead clinicians on appropriate support.

1.7 Parents and carers are responsible for:

- 1.7.1 Keeping the school informed about any changes to their child/children's health.
- 1.7.2 Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- 1.7.3 Informing the school of any medication their child is taking, even if not administered during the school day.
- 1.7.4 Providing the school with the medication their child requires and keeping it up to date.
- 1.7.5 Collecting any leftover medicine at the end of the course or year.
- 1.7.6 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.7.7 Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Well-being Co-ordinator or SENCO.

2 Definitions

- 2.1 "Medication" is defined as any prescribed or over the counter medicine.
- 2.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3 A "staff member" is defined as any member of staff employed at Weatherhead High School, including teachers.

3 Training of staff

- 3.1 Teachers and support staff will be provided with training on the Supporting Pupils with Medical Conditions Policy where appropriate.
- 3.2 Teachers will be notified of any students who have medical conditions or who may need to take medication during the school day.
- 3.3 Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.4 The clinical lead for this training is Clair Acock, school nurse.
- 3.5 No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.6 Assistant Head, Student Services will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

4 The role of the student

- 4.1 Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2 Depending on the students condition, some students may be allowed to carry their own medicines and devices (insulin, inhalers, Epi-pens). Where this is not possible, their medicines will be located in the Students Services office.
- 4.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4 Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

5 Individual Healthcare Plans (IHCPs)

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

6 Medicines

- 6.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 6.2 If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form.
- 6.3 No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4 Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

- 6.5 No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6 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.
- 6.7 A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.8 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.9 Medications will be stored in the Student Services office and with the Wellbeing Co-ordinator.
- 6.10 Any medications left over at the end of the course will be returned to the child's parents.
- 6.11 Written records will be kept of any medication administered to student.
- 6.12 Students will never be prevented from accessing their medication.
- 6.13 Weatherhead High School cannot be held responsible for side effects that occur when medication is taken correctly.
- 6.14 As part of their risk assessment prior to a school trip the lead teacher will explore the storage and administration of medicines.

7 Emergencies

- 7.1 Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2 Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.3 If a student needs to be taken to hospital, a member of staff or the school nurse will remain with the student until their parents arrive. Staff will inform the emergency services of the known medication the student is taking.

8 Avoiding unacceptable practice

- 8.1 Weatherhead high School understands that the following behaviour is unacceptable:
 - Assuming that students with the same condition require the same treatment.
 - Ignoring the views of the student and/or their parents.
 - Ignoring medical evidence or opinion.

- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9 Mental Health

The school aims to support students who suffer with poor mental health in whatever guise this manifests. In school this could include:

- Teachers showing compassion and understanding with students
- Support with a Teaching Assistant
- Work with a Learning Mentor
- Behaviour support
- Well-being Co-ordinator support
- School Nurse support

Weatherhead will work with the following outside agencies to support your child:

- GP Services
- CAMHS
- A range of healthcare professionals
- Educational Psychologist

10 Insurance

10.1 Teachers who undertake responsibilities within this policy are covered by the school's insurance.

10.2 Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact Mr Dymont, the Headteacher.

11 Complaints

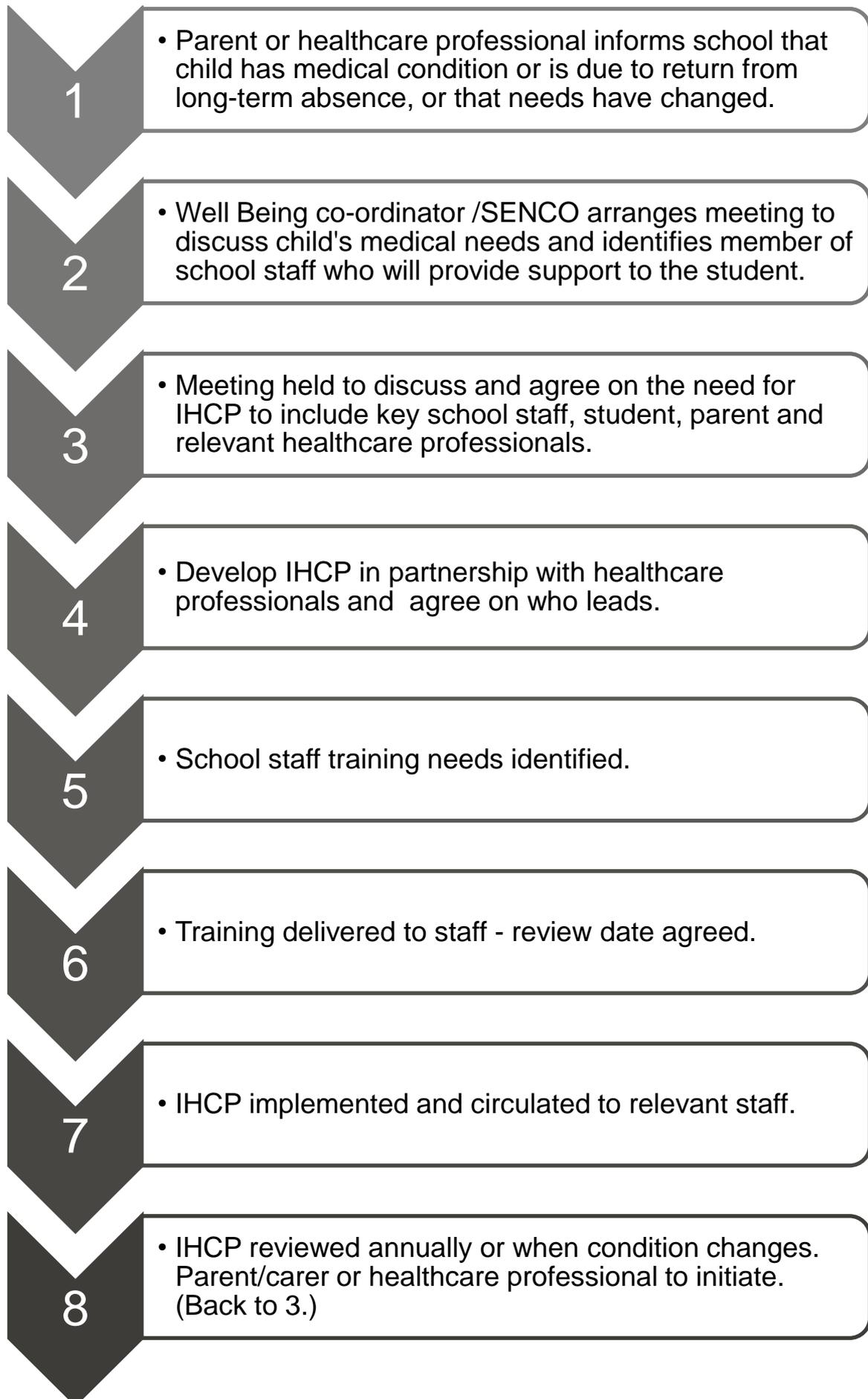
11.1 The details of how to make a complaint can be found in the Complaints Policy:

11.1.1 Stage 1 - Complaint informally dealt with by teaching staff

11.1.2 Stage 2 - Complaint directed to Headteacher

11.1.3 Stage 3 – Complaint referred to Governing Body

Appendix 1 - Individual healthcare plan implementation procedure



Weatherhead High 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.

--

Name of medication, dose, method of administration of **medication taken outside of school**
(this information will be used incase of a medical emergency).

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

Form copied to

Appendix 3 - Parental agreement for a school to administer

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Weatherhead High School medicine administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Add name of agreed member of staff

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

Signature(s) _____

Date _____

Appendix 5 - Staff training record – administration of medicines

Name of school/setting:

Weatherhead High School

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that add name of member of staff has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by add name of member of staff.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 6 - Contacting emergency services

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 – **0151 631 4400**
- Your name.
- Your location as follows: **Breck Road, Wallasey**
- The satnav postcode (if different from the postal code.) **CH44 3HS**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: 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 students 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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, 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 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 include add details of team. 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 add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Mr Dymont

Headteacher