

Slough and Eton Church of England Business and Enterprise College



A Member of Slough and East Berkshire C of E

Multi Academy Trust

Supporting Students with Medical Conditions Policy

| | |
|-----------------------------|--|
| Owner: | Mrs Catherine Goodyear |
| Ratified by Governing Body: |  |
| Date Ratified: | November 2023 |
| Date Policy to be reviewed: | Autumn 2024 |

Contents

| | |
|--|----|
| 1. Statement of intent | 3 |
| 2. Key roles and responsibilities | 4 |
| 3. Definitions | 6 |
| 4. Training of staff | 6 |
| 5. The role of the student | 7 |
| 6. Individual Healthcare Plans (IHCPs) | 7 |
| 7. Medicines | 7 |
| 8. Emergencies | 8 |
| 9. Avoiding unacceptable practice | 8 |
| 10. Day Trips, residential visits and sporting activities | 9 |
| 11. Insurance | 9 |
| 12. Complaints | 9 |
| 13. Appendices | |
| a. Individual healthcare plan implementation procedure | 11 |
| b. Individual healthcare plan template | 12 |
| c. Parental agreement for a school to administer medicine template | 15 |
| d. Record of medicine administered to an individual child template | 16 |
| e. Record of medicine administered to all children | 18 |
| f. Staff training record – administration of medicines | 19 |
| g. Contacting emergency services | 20 |
| h. Model letter inviting parents to contribute to individual healthcare plan development | 21 |

Statement of Intent

Slough and Eton Church of England Business and Enterprise College wishes to ensure that students with medical conditions receive appropriate care and support at school. Jesus said “I have come in order that you might have life – life in all its fullness” John 10:10. We believe that everyone should experience life in all its fullness and be kept safe and well. This policy has been developed in line with the Department for Education’s statutory guidance updated in September 2017 – ‘Supporting pupils at school with medical conditions’

(<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>) and it meet the requirements under Section 100 of the Children and Families Act, 2014 <https://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

Slough and Eton Church of England Business and Enterprise places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes students with medical conditions. We aim to ensure that all students with medical conditions, in terms of physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

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 students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their 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.

1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Slough and Eton Church of England Business and Enterprise College.
- 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 all students with medical conditions are able to participate fully in all aspects of school life as far as medical conditions allow.
- 1.2.5 Ensuring that sufficient staff have received suitable training and are competent before they take on the responsibility to support students with medical conditions.
- 1.2.6 Guaranteeing 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 that written records of any and all medicines administered to individual students and across the school population are kept and are accurate.
- 1.2.8 Ensuring the level of insurance in place reflects the level of risk.
- 1.2.9 Ensuring that the schools' policy clearly identifies the roles and responsibilities of the staff involved in the arrangements to support students at school with medical conditions.

1.3 The Headteacher is responsible for:

- 1.3.1 Ensuring that the policy is developed and effectively implemented with partners. This includes making sure that all staff are aware of this policy and understand their role in its implementation.
- 1.3.2 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

- 1.3.3 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.4 Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

1.4 The Assistant Headteacher (Student Welfare) is responsible for:

- 1.4.1 The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Slough and Eton Church of England Business and Enterprise College.
- 1.4.1 Ensuring the policy is developed effectively with partner agencies.
- 1.4.2 Making staff aware of this policy.
- 1.4.3 Liaising with healthcare professionals regarding the training required for staff.
- 1.4.4 Making staff, who need to know, aware of a student's medical condition.
- 1.4.5 Developing Individual Healthcare Plans (IHCPs).
- 1.4.6 Contacting the school nursing service, where available, in the case of any student who has a medical condition.

1.5 Staff members are responsible for:

- 1.5.1 Taking appropriate steps to support students with medical conditions.
- 1.5.1 Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.5.2 Administering medication, if they have agreed to undertake that responsibility.
- 1.5.3 Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.5.4 Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

1.6 School nurses are responsible for:

- 1.6.1 Notifying the school when a student has been identified as requiring support in school due to a medical condition.
- 1.6.2 Advising the school on implementing a student's IHCP.
- 1.6.3 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 Providing the school with the medication their child requires and keeping it up to date.
- 1.7.4 Collecting any leftover medicine at the end of the course or year.
- 1.7.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.7.6 Where necessary, developing an Individual Healthcare Plan for their child in collaboration with appropriate professionals.
- 1.7.7 Ensuring that they or another nominated adult is contactable at all times.

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 Slough and Eton Church of England Business and Enterprise College, including teachers.

3 Training of staff

- 3.1 Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- 3.2 The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- 3.3 The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Assistant Headteacher or the SENDCo. Training will be kept up to date.
- 3.4 Teachers and support staff who undertake responsibilities under this policy will receive appropriate training.
- 3.5 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 3.6 No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.7 The HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- 3.8 All staff will receive training so that they are aware of this policy and understand their role in implementing it. This will be provided for new staff during their induction.

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 Where possible, students 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.
- 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 teacher. If this is not appropriate then relevant staff should help to administer medicines and manage procedures.

5 Individual Healthcare Plans (IHCP)

- 5.1 Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, Head of Year, Assistant Headteacher (Student Welfare), Special Educational Needs Coordinator (SENCo) and medical professionals. If a consensus judgement cannot be reached the Headteacher will decide if an IHCP is appropriate.
- 5.2 The IHCP will capture key information and actions that are required to support the student effectively. The level and detail of the information in the plan will depend on the complexity of the student's condition and the degree of support needed.
- 5.3 The aim of each IHCP is to help the student manage their condition and overcome any potential barriers which may affect their progress in school.
- 5.4 IHCPs will be easily accessible whilst preserving confidentiality.
- 5.5 IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- 5.6 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.
- 5.7 Where a student 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 student needs to reintegrate.

6 Managing 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 where the medicine has been prescribed without the knowledge of the parents.
- 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 instruction for administration, dosage and storage. Medicines which do not meet these criteria will not be administered.
- 6.7 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 Drugs Policy.
- 6.8 Medication will be stored safely and students will be informed where their medication is stored so they can access it immediately.
- 6.9 Any medications left over at the end of the course will be returned to the student's parents.
- 6.10 Written records will be kept of any medication administered to students.
- 6.11 Students will never be prevented from accessing their medication.
- 6.12 Slough and Eton Church of England Business and Enterprise College cannot be held responsible for side effects that occur when medication is taken correctly.

7 Emergencies

- 7.1 Medical emergencies will be dealt with under the Slough School's Emergency plan (The Rainbow Plan).
- 7.2 Where an IHCP is in place, it should detail:
- What constitutes an emergency.
 - What to do in an emergency.
- 7.3 Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4 If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.

8 Avoiding unacceptable practice

- 8.1 Slough and Eton Church of England Business and Enterprise College understands that the following behaviour is unacceptable:

- Preventing students from easily accessing their inhalers and medication and correctly administering their medication when and where necessary.
- 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 unaccompanied if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition, for example hospital appointments.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to students 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 Day trips, residential visits and sporting activities.

- 9.1 Students with medical conditions will be actively supported to participate in school trips, visits and sporting activities.
- 9.2 Teachers should ensure that they are aware of students' medical conditions but encourage students to participate according to their abilities and with any reasonable adjustments.
- 9.3 A risk assessment will be carried out to ensure that students with medical needs can participate safely. This may require consultation with parents and relevant healthcare professionals.

10 Insurance

- 10.1 Teachers who undertake responsibilities within this policy are covered by the school's insurance provided by Marsh Educational Practice and underwritten by Ecclesiastical and RSA insurers. The insurance provides professional indemnity for Staff, Directors and Officers.
- 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 the Business Manager.

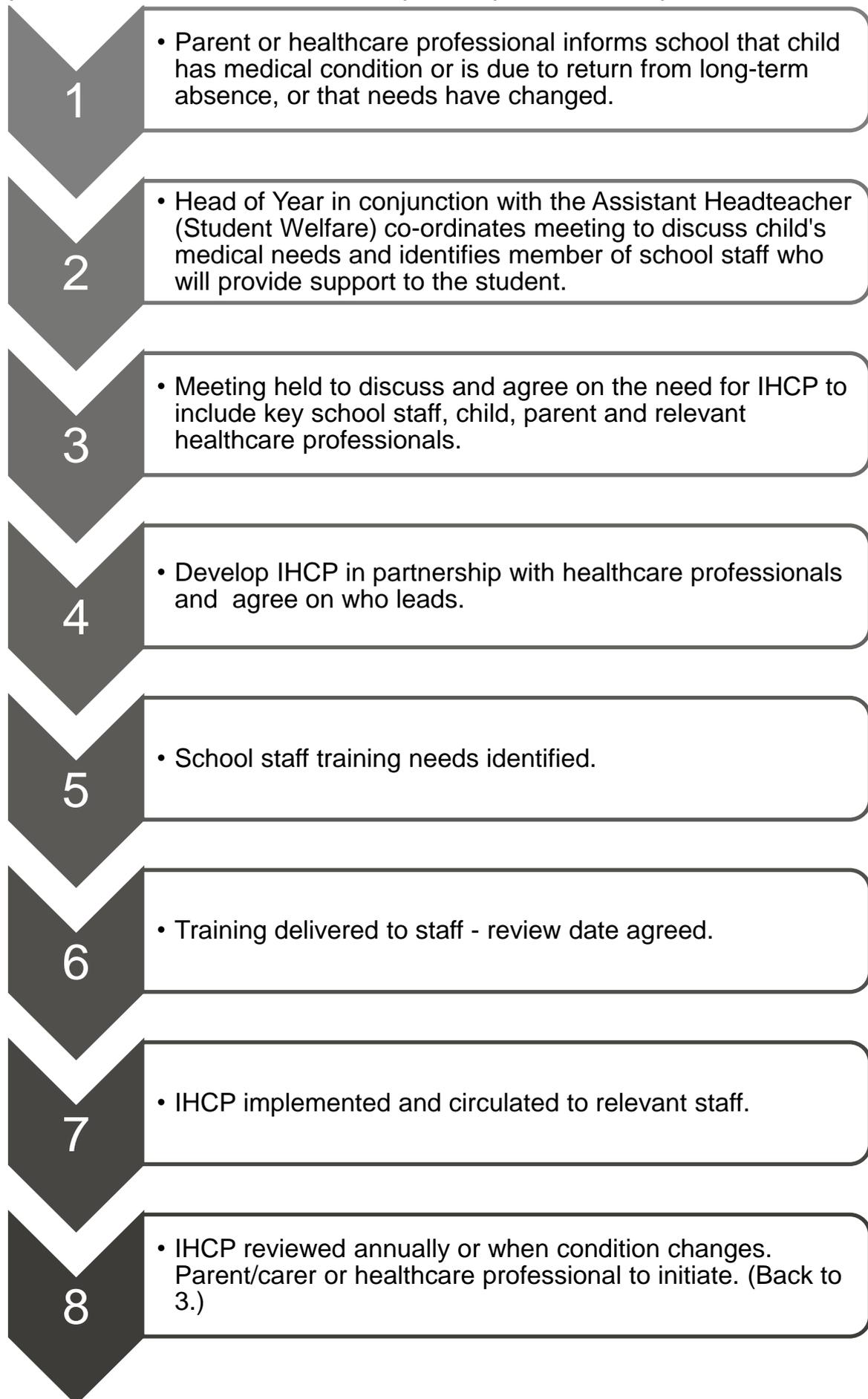
11 Complaints

If a parent or student has a complaint they should discuss the matter with the school directly. Should parents or student be dissatisfied with the outcome of the discussion or the matter has not been resolved then a formal complaint can be made.

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

- 11.1 Stage 1 - Complaint heard by Staff Member/Headteacher/School Governor (as appropriate)
- 11.2 Stage 2 – Complaint in writing heard by Governing Body

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Health Care Plan template

Individual Healthcare Plan

Child's name:

DOB:

Tutor Group:

Medical diagnosis or condition:

Primary Contact information:

Name:

Phone no:

Medical/Clinic/Hospital Contact

Hospital Name:

Phone no.:

G.P. name:

Phone no:

Who is responsible for providing support in school?

1. Mr Ben Gardner (Medical Lead)
2. (Head of Year)
3. First Aid Team

Describe medical needs (child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues)

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 student'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)
First Aider on duty.

Plan developed with:

Staff training needed/undertaken – who, what, when

Date IHCP devised:

Parent signature: _____

Slough & Eton signature & name: _____

Review date:

Form copied to: *File/HOY/First Aid File/ Safeguarding*

Appendix 3 - Parental agreement for a school to administer medicine template

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.

Slough and Eton Church of England Business and Enterprise College Medicine Administering Form

| | |
|------------------------------------|--|
| Date for review to be initiated by | |
| Name of child | |
| Date of birth | |
| Tutor group | |
| 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 | |

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) _____
November 2023

Date _____

Appendix 4 - Record of medicine administered to an individual child template

**Slough and Eton Church of England Business and Enterprise College
Record of Medicine Administered to an Individual Child**

| | |
|----------------------------------|--|
| Name of child | |
| Date medicine provided by parent | |
| Tutor group | |
| 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 | | | |

| | | | |
|-------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of member of staff | | | |
| Staff initials | | | |

Appendix 6 - Staff Training Record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

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 by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 7 - 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 – **01753 520824**
- Your name.
- Your location as follows: **Slough and Eton Church of England Business and Enterprise College , Ragstone Road, Chalvey, SL1 2PU.**
- 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 8 - 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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. 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 would be happy for you contact me by email or to speak by phone if this would be helpful.

Yours sincerely,