



## Supporting Students with Medical Conditions Policy

Adopted by Governors:	To be adopted
Committee Link:	Achievement & Curriculum
Review Timetable:	3 Year
Renewal Date:	TBC

### 1. Purpose and Scope

- 1.1 The Supporting Students with Medical Conditions Policy sets out how the school will ensure that every student with medical needs or conditions has full access to education in its broadest sense whilst at Millthorpe. The policy has been developed in line with the DfE's guidance [Statutory guidance on supporting pupils at school with medical conditions](#) released in September 2014. The policy applies to:
- students with long-term or ongoing medical conditions (of any level of severity)
  - students with short-term medical conditions
  - students with an immediate medical need that is not linked to any pre-existing condition
- 1.2 This policy has been developed with consideration to the school's Equality Policy and the duties and objectives set out therein.

### 2. Roles and Responsibilities

- 2.1 The Governing Body is responsible for:
- The overall implementation of the Supporting Students with Medical Conditions Policy and associated procedures.
  - The regular review of the policy and associated practice to ensure it continues to meet its stated purpose.
  - Ensuring that staff are provided with the appropriate training required for them to fulfil their responsibilities as set out in the policy.
  - Upholding the principle that students with medical conditions have full access to education at Millthorpe, including physical education, trips and other extracurricular activities.
- 2.2 The Headteacher is responsible for:
- The day-to-day implementation and management of the policy and associated procedures.
  - Communicating the policy to staff as appropriate.
  - Ensuring sufficient trained staff are available to implement the policy and sufficient funds are available to carry out any required training.
  - Notifying and liaising with other agencies to ensure individual children are able to access the support that they require.

2.3 The school's nominated medical lead (the Special Educational Needs Coordinator) is responsible for:

- Establishing appropriate procedures for the implementation of the policy, keeping them up to date and checking to make sure they are being followed.
- Arranging suitable training for staff with medical responsibilities
- Ensuring affected staff are kept suitably informed with details of students' medical needs and arrangements that are in place.
- Ensuring medical information is received for all students joining the school at the beginning of Year 7 or at any other times.
- Evaluating the medical needs of any student joining the school, including consultation with the student, parents and other agencies.
- Ensuring Individual Health Care Plans are in place for students as required.
- Overseeing a monitoring and review programme for Individual Health Care Plans and other specific medical arrangements including consultation with the student, parents and other agencies as appropriate.
- Approving any requests for administration of medication.
- Overseeing the administering of medication through the school office team
- Ensuring any medication, including inhalers and epipens, kept in the school office is regularly checked to make sure it is still within expiry dates and in good condition.
- Undertaking risk assessments for students with medical conditions taking part in trips and activities

2.4 The Business Manager is responsible for:

- Facilitating any adjustments required to allow the implementation of this policy, particularly those that require additional funding.

2.5 Staff are responsible for:

- Following any procedures that support this policy
- Taking note of information provided about the medical needs of students
- Making appropriate adjustments where necessary to include students with medical conditions in lessons, activities or trips
- Familiarising themselves with procedures for responding to students with medical conditions who need assistance
- Undertaking training to allow them to support students with medical conditions if they have agreed to take on that responsibility
- Administering medication in line with procedures if they have agreed to take on that responsibility

### **3. Staff Training**

3.1 Teaching, education support and other support staff as appropriate will be made aware of the Supporting Students with Medical Conditions Policy on a periodic basis.

3.2 Full training will be provided to staff who agree to take on particular responsibilities, such as administering medication.

3.3 The Business Manager will maintain a record of training undertaken and who is currently competent to undertake particular responsibilities.

### **4. The role of the student**

4.1 The school will follow the principle that students should be encouraged to manage their own healthcare as far as is reasonably possible.

- 4.2 Where possible, students will be given responsibility for carrying and administering their own medication. Where this is not possible, medication will be held in an easily accessible place, usually the school office.
- 4.3 If a student refuses or is unable to effectively manage their own healthcare, an alternative arrangement will be agreed with the parents.

## **5. Individual Healthcare Plans**

- 5.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, SENCO and medical professionals.
- 5.2 IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3 IHCPs will be sent to parents/carers for review and comments at least annually or when we are made aware of a change in a child's medical circumstances.

## **6. Administering Medication**

- 6.1 Medicines will be administered at school where it would be detrimental to a child's health not to do so.
- 6.2 Staff will only administer or supervise self-administration of medicines when written consent from parents/carers has been received.
- 6.3 For students requiring medication for a long-term condition (e.g. diabetes) or because they have a raised risk of an emergency (e.g. severe allergy), parents/carers must submit a completed 'Agreement of Administration of Medication' form, with details of the medicine, how it is administered, dosage, and when it is required.
- 6.4 These agreements will be reviewed annually and a new Agreement completed for each new school year.
- 6.5 Parents should notify the school of any change in treatment or healthcare needs, or if the medication is no longer required. A new Agreement should be completed if there are any changes.
- 6.6 For students requiring short-term medication (e.g. antibiotics), parents must submit a completed 'Agreement of Administration of Medication' form as above or other agreement in writing (e.g. by email). They should indicate when the course of medicine is scheduled to finish.
- 6.7 Once received, the school will review all Administration Agreements, and issue an Agreement to Medication in School slip confirming the agreement in accordance with this policy. Parents will be given the opportunity to discuss further with the Designated Medical Lead if it has not been agreed.
- 6.8 Medication provided by parents must be within its expiry date, in its original pharmacy container (except insulin, which may be in a pump or pen), clearly labelled with the contents, the student's name, dosage details, storage requirements, expiry date and any other relevant instructions. Medication which does not meet these criteria will not be administered.
- 6.9 Normally, a maximum of four weeks' worth of medication will be stored at school.
- 6.10 The school will store medication in a secure but accessible location, usually the school office, and communicate this to students or staff.
- 6.11 Medication stored at school will be checked regularly to make sure it has not expired and parents notified if it has passed or is approaching expiry. Parents are responsible for replacing and disposing of expired medication.

- 6.12 A record will be kept of all medication administered, including type of medication and the date, time, dosage and staff member responsible.
- 6.13 Administration will be made in consideration of a student's IHCP if this is in place.
- 6.14 Controlled drugs will be held securely. They may only be carried by the person to whom they have been prescribed: passing them to any other person is an offence which will be dealt with under the school's student behaviour policy.
- 6.15 Paracetamol may be administered to students without a prescription if parental consent is provided. However, it will not be available as a matter of course and parents/students should normally make their own arrangements.

## **7. Trips and Activities**

- 7.1 As part of the risk assessment and planning procedures for trips and activities, the school will consider the requirements of students with medical conditions.
- 7.2 The school will liaise with students, parents and healthcare professionals as appropriate to formulate suitable arrangements to allow students to safely participate.
- 7.3 Students should ensure that adequate and appropriate medication is taken on any trip
- 7.4 Medication or spare medication may be held by the trip leader with their agreement.
- 7.5 A copy of the student's Agreement of Administration of Medication form and/or IHCP will be taken on the trip by the trip leader. A specific agreement form may be required if arrangements differ (e.g. because a trip is residential).
- 7.6 Prior consent is required for the administration of paracetamol during trips or activities.

## **8. Emergencies**

- 8.1 For students with an IHCP and any others at raised risk of an emergency (e.g. diabetes, asthma, anaphylaxis), the school will define:
- What constitutes an emergency for that individual
  - How staff should respond in an emergency
  - How the student should respond
- 8.2 Taking account of prior advice and training, staff may override certain aspects of this policy in an emergency situation, where not to do so is considered a greater risk.

## **9. Insurance**

- 9.1 Staff undertaking responsibilities as outlined in this policy are covered by the City of York Public and Employers' Liability Insurance

## **10. Linked Policies**

- 10.1 This policy links to the following:
- Special Educational Needs Policy
  - Equality Policy

## Appendix 1 - Millthorpe School Individual Health Care Plan

Child's name

Tutor group

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

Form copied to

## Appendix 2 - Millthorpe School Agreement to Administer Medication

The school will not administer medication to your child until you have completed and returned this agreement and it has been approved by the school

Date for review (max 12 months)	
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 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 and handed direct to staff in the school office.**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

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 no longer required.

Parent Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

School signature \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

### Appendix 3 - Millthorpe School record of medicine administered to individual child

Name of child	
Tutor Group	

See attached Agreement to Administer Medication for details of medication

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			

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## Appendix 5 – Millthorpe School Staff Training Record: Administration of Medicines

Staff Name:

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Type of training received:

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Date of training completed:

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Training provided by:

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Profession and title:

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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 6 - Contacting emergency services for medical emergencies**

**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 – **01904 686400**
- Your name.
- Your location as follows: **Millthorpe School, Nunthorpe Avenue, York YO23 1WF**
- 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.