



## THE STONEHENGE SCHOOL

### SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

#### **Statement of intent**

The Stonehenge 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".

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

At Stonehenge School we believe there is no limit to any student's potential.

We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where all students are happy, healthy and given opportunities to exceed their expectations.

Enriched by history and culture, Stonehenge is a school for the future.

#### **The School has a responsibility to:**

- welcome parents and the wider community into our school
- promote and reward good behaviour, encouraging students to take responsibility for their own actions and the consequences of them
- treat and value everyone equally, whilst respecting and developing individuality
- provide challenging and stimulating lessons and other learning experiences
- set and mark homework regularly
- monitor, guide and support students to achieve high standards and fulfil themselves in every way
- communicate regularly with parents about the work of the school and the progress of their children
- work in partnership with parents and others to overcome obstacles to learning and improve opportunities
- keep students safe and create a climate where bullying in any form (physical, verbal, emotional, racial) is not acceptable



## **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 schools and their staff.
- 1.1.3. 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.

### **1.2. The Governing Body is responsible for:**

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of The Stonehenge School.
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Ensuring the school keep written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- 1.2.8. 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 Pupils with Medical Conditions Policy and procedures of The Stonehenge 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. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs). Appendix 2
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

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

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Where necessary, making reasonable adjustments to include pupils with medical conditions to participate in school trips and visits, and sporting activities
- 1.4.4. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.5. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.



- 1.4.6. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.7. Claire Busby, Business Manager (Sharon Hault, Office Manager in her absence) is responsible for administering injections.

**1.5. School nurses are responsible for:**

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

**1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school. Appendix 3
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals. Appendix 8

**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 The Stonehenge School including teachers.

**3. Training of staff**



- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
  - One day Appointed First Aid training
  - Epi-pen training
  - Qualified First Aid training
  - Diabetes/Asthma training
  - Health care plans may require additional training dependant on pupil needs e.g. injection training
- 3.4. The clinical lead for this training is the School Nurse.
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility
- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.7. The Office Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy. Appendix 6

#### 4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. 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.
- 4.3. If pupils 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, pupils will be encouraged to take their own medication under the supervision of a teacher or member of support staff.

#### 5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Progress Leader, Office Manager,



Special Educational Needs Coordinator (SENCO) and medical professionals.  
See Appendix 1

- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil 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 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.

## 6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil 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 child must complete and sign a [parental agreement for a school to administer medicine](#) form. Appendix 3
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child 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 a locked cupboard in the Office or in the fridge as appropriate.
- 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 children.  
Appendix 4 & 5
- 6.12. Pupils will never be prevented from accessing their medication.
- 6.13. The Stonehenge School cannot be held responsible for side effects that occur when medication is taken correctly.
- 6.14. Parental consent will be sought for the administration of the emergency salbutamol inhaler for pupils that have a formal diagnosis of Asthma.

## 7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures detailed in the staff handbook. Appendix 7
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8. Avoiding unacceptable practice

- 8.1. The Stonehenge 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.
  - Ignoring medical evidence or opinion.
  - Sending pupils home frequently or preventing them from taking part in activities at school
  - Sending the pupil to the medical room or school office alone if they become ill.
  - Penalising pupils 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 pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## 9. Insurance

9.1. Staff who undertake responsibilities within this policy are covered by the school's insurance.

9.2. The Stonehenge School is insured through Wiltshire Council, Policy Number QLA-11U010-0043. Where an employee, acting in the course of their employment, administers medication to a pupil, they will be indemnified by the Council public liability policy for a claim for negligence relating to injury or loss caused by their actions PROVIDED that the following criteria have been adhered to; -

- That they have received full training by a qualified medical person relevant to the medication being administered.
- That they have taken the necessary refresher courses at the required intervals.
- That they have used the relevant protective equipment for that purpose.

9.3. 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 Business Manager.

## 10. Complaints

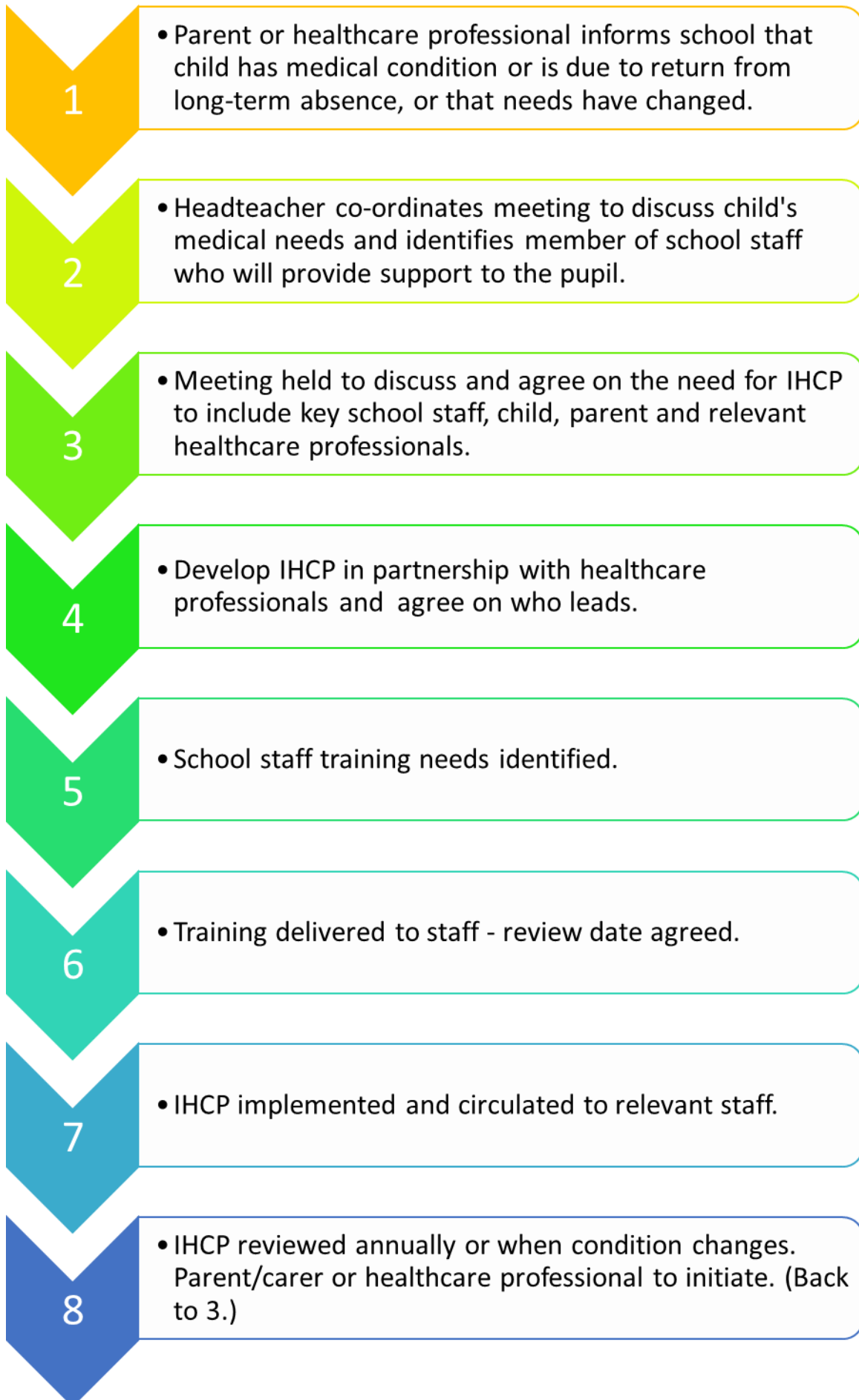
10.1. The details of how to make a complaint can be found in the Complaints Procedure:

10.1.1. Stage 1 - Complaint to be sent in writing to the Headteacher

10.1.2. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)



## Appendix 1 - Individual healthcare plan implementation procedure





Appendix 2 - Individual healthcare plan template

**The Stonehenge 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	
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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, 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



A large, empty rectangular box with a thin black border, occupying the upper middle portion of the page. It is intended for text or a drawing.

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.

**The Stonehenge School 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 date, labelled and provided in the original container.**

Prescribed medication must be in the original container clearly showing the child's name and date of issue.

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Sharon Hoult, Office Manager

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 4 - Record of medicine administered to an individual child template

**The Stonehenge School 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			

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Dose given			
Name of member of staff			



Staff initials

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Appendix 6 - Staff training record – administration of medicines

Name of school/setting:

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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 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 – **01980 623407**
- Your name.
- Your location as follows: **The Stonehenge School, Antrobus Road, Amesbury, Wiltshire SP4 7ND**
- 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.