



**Woodbrook Vale School  
Policy Document**

**Supporting Students with Medical Conditions  
Policy**

**Date approved by Governors: 21 February 2018**

**Review Date Annually: Spring Term 2019**

Headteacher's Signature: ..... Date: .....

Print name: Gary Peat

Chair of Governor's Signature: ..... Date: .....

Print name: Gavin Brown

## Contents:

	Page
Statement of Intent	1
1. Key roles and responsibilities	2
2. Definitions	3
3. Training of staff	4
4. The role of the child	4
5. Individual Healthcare Plans (IHCPs)	4
6. Medicines	5
7. Emergencies	6
8. School Trips, Residential Visits and Sporting Activities	6
9. Avoiding unacceptable practice	6
10. Insurance	7
11. Complaints	7
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 an individual child template	
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

This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting students at school with medical conditions" and with reference to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Woodbrook Vale School wishes to ensure that the needs of students with Special Educational Needs and Disabilities receive appropriate care and support at school, and this includes children with medical conditions.

At Woodbrook Vale School, we aim to:

- Support students with SEND and medical needs in a manner that is reflective of the schools ethos *Aspire Enjoy Succeed* and in line with DfE guidance "Supporting students at school with medical conditions (December 2015).
- Work in a positive and collaborative way with parents / carers to support students with SEND and medical needs.
- Ensure relevant staff have the appropriate skills and training to support students with SEND and medical needs.
- Work in collaboration with SENA and other healthcare professionals that support students with medical needs.

Headteacher's Signature: ..... Date: .....

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Chair of Governor's Signature: ..... Date: .....

Print name: Gavin Brown

## **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.
- 1.1.4. Providing suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

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

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Woodbrook Vale 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 required as outlined in the school's Complaints Policy.
- 1.2.4. Setting a school strategy to ensure that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. 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 Woodbrook Vale School.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making all staff members aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff members.
- 1.3.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support students with medical conditions.
- 1.3.6. Overseeing a process in which information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.3.7. Making staff (who need to know) aware of a child's medical condition.
- 1.3.8. Ensuring that written records are kept of any and all medicines administered to individual students within the school.
- 1.3.9. Overseeing the development of Individual Healthcare Plans (IHCPs) as required.
- 1.3.10. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.11. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the requirements as set out in this policy.

- 1.3.12 Ensuring the correct level of insurance is in place for staff members who support students in line with this policy.
- 1.3.13 Handling complaints regarding this policy as outlined in the school's Complaints Policy

**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 students with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.6 Maintaining the appropriate records of any medication administered to students.
- 1.4.7 Contacting the school nursing service in the case of any child who has a medical condition.

**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.
- 1.5.3 Identifying the need for and providing appropriate training of staff.

**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.
- 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.
- 1.6.7 Where injections are required an Individual Healthcare Plan (IHCP) will always be completed with the parent/carer.

**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 Woodbrook Vale School, including teachers.

### **3. Training of staff**

- 3.1 Staff members (teachers and support staff including supply teachers) will receive training on the 'Supporting Students with Medical Conditions Policy' as part of their new starter induction.
- 3.2 Staff members will receive sufficient and suitable training as part of their development.
- 3.3 Appropriate staff members may receive the following training externally:
  - First Aid training
  - Epi-pen training
  - Epilepsy training
  - Any other training deemed appropriate by the School Nurse
- 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 Student Support Team, overseen by the School Business Manager, will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

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

- 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 in the student 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 teacher.

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

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENDCO) and medical professionals.
- 5.2. IHCPs will be easily accessible in the student office, whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed when a child's medical circumstances change.
- 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 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 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 child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. In line with Department of Health guidance (September 2014) and Human Medicines (Amendment) (No.2) Regulations 2014 the school has purchased emergency salbutamol inhalers for use in emergencies.
- 6.5. The emergency salbutamol inhaler will only be used by students, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- 6.6. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.
- 6.7. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.8. 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.
- 6.9. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.10. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. They will be stored securely in a non-portable container in the student support office and only named staff will have access. A record will be kept of any doses used and the amount of the controlled drug held in school.
- 6.11. Passing such drugs to others is an offence which will be dealt with in line with the school Behaviour Policy.
- 6.12. Medications will be stored safely, in the manner that is appropriate to the medication, in the student office, with the exception of Epi-pens, asthma inhalers and blood glucose testing meters, which require an unlocked cupboard and will be stored in the main reception office.
- 6.13. Students should know where their medicines are at all times and be able to access them as required.
- 6.14. Sharp boxes should always be used when disposing of needles and other sharps.
- 6.15. Any medications left over at the end of the course will be returned to the child's parents.
- 6.16. Written records will be kept of any medication administered to students.

- 6.17. Students will never be prevented from accessing their medication, although supervision will ensure that they will not be able to access the medication of other students.
- 6.18. Confidentiality will be maintained regarding supporting students with medical conditions.
- 6.19. Woodbrook Vale School 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 school's emergency procedures.
- 7.2. In the event of the school building needing to be evacuated students who carry emergency medication will be allowed to take this with them.
- 7.3. Support staff will carry emergency asthma inhalers, spare epi-pens and a first aid box.
- 7.4. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- 7.5. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.6. If a student needs to be taken to hospital, a member of staff will remain with the child until a parent / carer arrives.

## **8. School Trips/Residential visits and sporting activities**

- 8.1 The school will consider reasonable adjustments they might make to enable children with medical needs to participate fully and safely in all school activities.
- 8.2 A risk assessment will be undertaken in order that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will include consultation with parents and students and advice from the relevant healthcare professional to ensure that the child can participate safely.
- 8.3 Staff members should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.
- 8.4 The school will make arrangements for the inclusion of students in all activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

## **9. Avoiding unacceptable practice**

Woodbrook Vale School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the child 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 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.

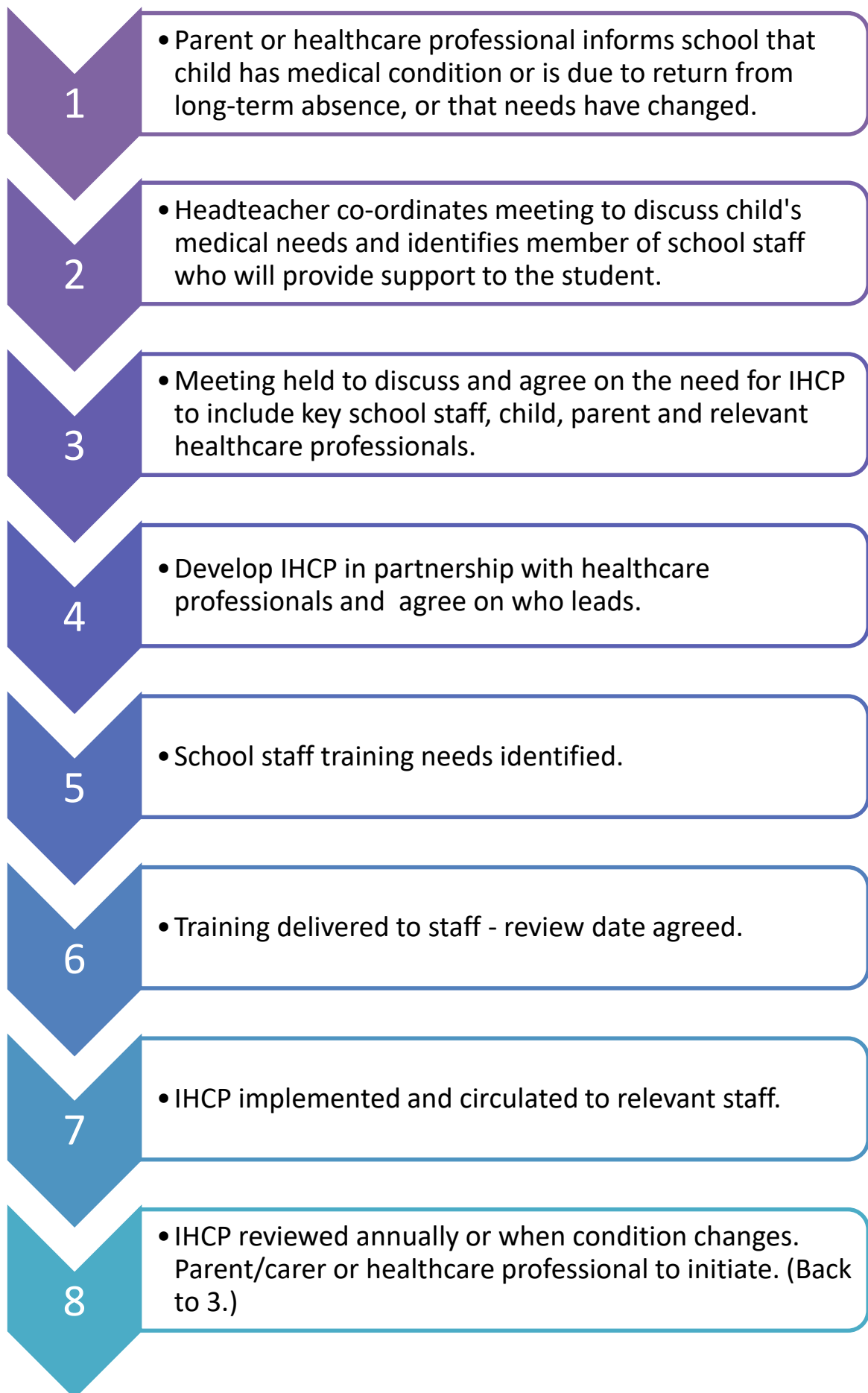
## **10. Insurance**

- 10.1. Staff members who undertake responsibilities within this policy are covered by the school's insurance.
- 10.2. Woodbrook Vales School Employment Liability Insurance is with QBE Insurance.
- 10.3. 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 School Business Manager.

## **11. Complaints**

- 11.1. The details of how to make a complaint can be found in the Complaints Policy:
- 11.2. Stage 1 - Complaint heard by Staff Member
- 11.3. Stage 2 - Complaint heard by Headteacher
- 11.4. Stage 3 – Complaint heard by Governing Boards' Complaints Appeal Panel (CAP)

## Appendix 1 - Individual healthcare plan implementation procedure



## Appendix 2 - Individual healthcare plan template

### Woodbrook Vale 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 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*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

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

Parents/Carers must complete this form prior to providing the school with medication to be administered during the school day

#### Woodbrook Vale 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  
*(as described on the container)*

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 Woodbrook Vale 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 stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

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

**Woodbrook Vale School Record of medicine administered to an individual child**

Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity and date returned	
Dose and frequency of medicine	

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

Signature of parent at the time of providing medication \_\_\_\_\_

Signature of parent at the time of collecting unused 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			

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


**Appendix 5 - 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 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 – **01509 557560**
- Your name.
- Your location as follows: Woodbrook Vale School, Grasmere Road, Loughborough LE11 2ST.
- The satnav postcode (if different from the postal code.) **same**
- 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 - Example letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer

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. 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

Gary Peat  
Headteacher