

# Ribblesdale School

## Supporting Pupils with Medical Conditions Policy

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## **Statement of intent**

Ribblesdale 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".

Ribblesdale School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

## **Key roles and responsibilities**

### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- 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.

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

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Ribblesdale School.
- 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding support for pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

### **The Headteacher is responsible for:**

- Overseeing the effective implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Ribblesdale School.
- Ensuring the correct level of insurance is in place for teachers and support staff who support pupils in line with this policy.

### **Deputy Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Transitional arrangements between schools in liaison with the transition team.

### **Pupil Services is responsible for:**

- Overseeing day to day procedures when a pupil has been identified as requiring support in school due to a medical condition.
- Liaising locally with the school nurse and lead clinicians on appropriate support.
- Ensuring all records are up to date and accurate.
- Making staff who need to know aware of a pupil's medical condition.
- **Developing Individual Healthcare Plans (IHCPs) in line with a medical or specialist professional**

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

- Taking appropriate steps to support pupils with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- The school Educational Visits Coordinator is responsible for all risk assessments related to school visits and activities out of school.

### **First aiders are responsible for:**

Providing basic first aid to a sick or injured person until professional medical treatment is available and to request the help of medical professionals where appropriate.

### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine **including paracetamol form** before bringing medication into school.

- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the school nurse, school staff members and healthcare professionals.

## Definitions

- “Medication” is defined as any prescribed or over the counter medicine including paracetamol.
- “Prescription medication” is defined as any drug or device prescribed by a doctor.
- A “staff member” is defined as any member of staff employed at Ribblesdale School.

## Training of staff

- Teachers and support staff will receive relevant training on the Supporting Pupils with Medical Conditions Policy depending on their specific role in school.
- Teachers and support staff will receive general and where relevant specific and regular and ongoing training as part of their development.
- The HR Officer will keep a record of first aid training and the Assistant SENDCO will keep a record of training undertaken and a list of teachers/support staff qualified to undertake responsibilities under this policy.
- No staff member may administer drugs by injection unless they have received training in this responsibility

## The role of the child

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in Pupil Services.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

## Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, a member of the Pupil Services Receptionist team, Special Educational Needs Coordinator (in cases where there are also Special Needs other than medical needs) and medical professionals.
- IHCPs will be easily accessible, in Pupil Services, and on Teams whilst preserving confidentiality. Once completed they will be issued to all relevant stakeholders.
- IHCPs will be reviewed at least annually or when a pupil’s medical circumstances change, whichever is sooner. This will be actioned by the Pupil Services team.

- 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 and the SENDCO will lead on case management.
- Where a pupil 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 pupil needs to reintegrate.

## Medicines

- Medicines should only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a parental agreement for a school to administer medicine form.
- No pupil will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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.
- No pupil under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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.
- 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 Education and Incident Management Policy.
- Medications will be stored in Pupil Services. Non-emergency medication will be stored in a locked cupboard. Emergency medication, which cannot be locked away for safety reasons, will be stored in a clearly labelled cupboard in an area of Pupil Services with restricted access to pupils.
- Any medications left over at the end of the course will be returned to the pupil's parents. (If out of date medication is not collected within a reasonable period of time, it will be disposed of appropriately by the Pupil Services Team.)
- Written records will be kept of any medication administered to pupils.
- Pupils will never be prevented from accessing their medication unless it is deemed unsafe to do so.
- Ribblesdale School cannot be held responsible for side effects that occur when medication is taken correctly.

## Emergencies/Pupils sent home/ injured pupils

- Medical emergencies will be dealt with under the school's emergency procedures.
- Parents must be available to collect pupils in the case of serious illness or injury.

- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- Pupils will be briefed in general terms of what to do in an emergency e.g. telling a teacher immediately if symptoms are identified.
- If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive.
- A pupil who presents as ill, must go to Pupil Services in the first instance. Pupils will be assessed and if deemed appropriate, Pupil Services will contact parents for collection. Pupils must not ring parents prior to visiting Pupil Services.
- Where pupils have been involved in an accident and claim they are in considerable pain, even where there is no visible evidence of injury, advice from parents will be sought in order to consider the correct course of action.
- Cold compresses are available in Pupil Services for emergencies. Pupils should remain in Pupil Services whilst they require one. (School nurse informed staff in Pupil Services that any bag of ice needed to stay for monitoring purposes)

## Allergies

- Ribblesdale School cannot mandate and monitor what food is and isn't brought into school. However, Ribblesdale School will do all it can to support pupils with allergies in line with medical guidance.

## Avoiding unacceptable practice

Ribblesdale 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 PupilServices alone if they become seriously ill or injured.
- Penalising pupils with medical conditions for their attendance record where there is evidence that 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.

## Insurance

- Teachers and support staff who undertake responsibilities within this policy are covered by the school's insurance.
- 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 School Business Manager.

## Complaints

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



## Appendix 1 - Individual healthcare plan implementation procedure

1

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.

2

- Pupil Services Receptionist or SENDCO co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.

3

- Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.

4

- Develop IHCP in partnership with healthcare professionals and agree on who leads.

5

- School staff training needs identified.

6

- Training delivered to staff - review date agreed.

7

- IHCP implemented and circulated to relevant staff.

8

- IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

Appendix 2 - Individual healthcare plan template

**Ribblesdale 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 / Practice

Phone no.

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of pupil'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 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.

#### Ribblesdale 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  
*(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

Pupil Services Receptionist

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 pupil template

**Ribblesdale School record of medicine administered to an individual pupil**

Name of pupil	
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  
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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 – **01200 422563**
- Your name.
- Your location as follows: **Ribblesdale School, Queens Road, Clitheroe, BB7 1EJ or Ribblesdale School, Higher Standen Drive, Clitheroe, BB7 1FT.**
- 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/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 pupils 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.

You have recently been contacted by a member of our Pupil Services team who oversee the day-to-day care of the pupils and a meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. 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 your circumstances change, and you are unable to attend the meeting I would be grateful if you could contact school as a matter of urgency. If you are unable to attend at short notice it may be impractical to change the date of the meeting, and I would therefore request that you complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. If you need to discuss the contents of this letter, please contact Mrs Murphy in the first instance with your enquiry.

Yours sincerely

Mr Edge

Deputy Headteacher