



# Chipping Campden School

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## Supporting Students with Medical Conditions Policy

<b>Document Owner</b>	<b>Principal</b>
<b>Author</b>	<b>Vice Principal (Pastoral)</b>
<b>Committee</b>	<b>Education</b>
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## 1. Aims

This policy aims to ensure that:

- students, staff and parents understand how our school will support students with medical conditions
- students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The board of trustees will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Vice Principal: Pastoral**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on boards of trustees to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The board of trustees

The board of trustees has ultimate responsibility to make arrangements to support students with medical conditions. The board of trustees will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way



- Contact the Medical Officer and SENCO in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. First aiders may administer medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

### **3.4 Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### **3.5 Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.6 School nurses and other healthcare professionals**

The previous educational setting and parents will notify the school before the student starts school, wherever possible about specific medical need. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's Medical Officer and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

## **4. Equal opportunities**

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments (depending on a child's IHP) need to be made to enable these student to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, student, their parents and any relevant healthcare professionals will be consulted.



## 5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

## 6. Individual healthcare plans (IHPs)

The Principal has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to SENCO and Medical Officer.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Principal will make the final decision.

Plans will be drawn up in partnership with the SENCO, Medical Officer, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The board of trustees, the Principal, the SENCO and Medical Officer, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring



- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.**

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### 7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug are kept in a secure cupboard in the medical office and only first aid staff have access.



Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### 7.2 Students managing their own needs

Students who are competent (depending on medical condition and medication) will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse (**unless life threatening**) but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### 7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All student's IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.



## 9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENCO. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The board of trustees will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Consequently, parents will be informed if their student has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## 11. Liability and indemnity

The board of trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## 12. Complaints

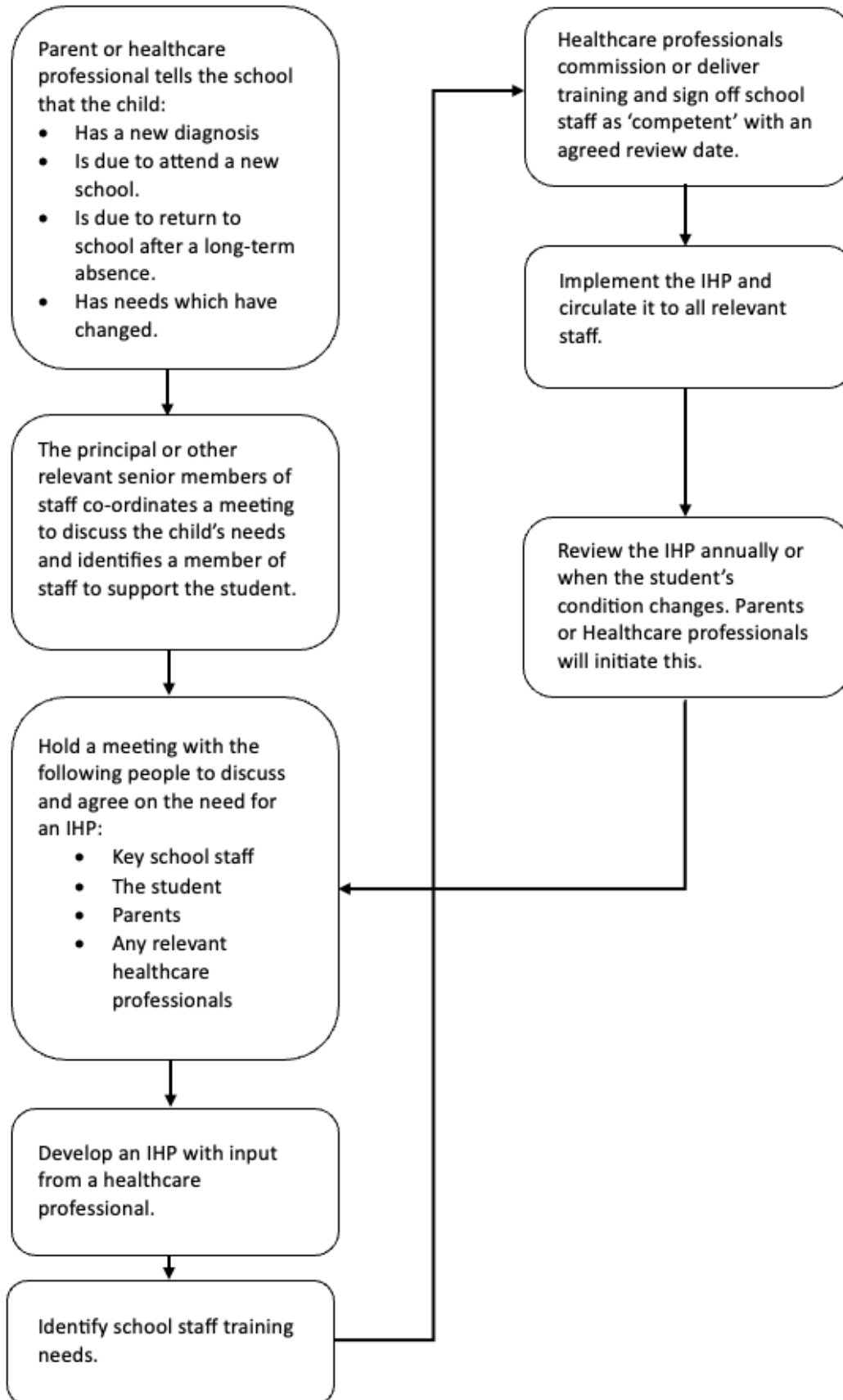
Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Vice Principal/SENCO in the first instance. If the situation cannot be resolved then parents will be directed to the school's complaints procedure.

## 13. Monitoring arrangements

This policy will be reviewed annually and approved by the board of trustees.



### Appendix 1: Being notified a child has a medical condition







Appendix 2: Parental agreement for school to administer medicine

**The school will not give your child medicine unless you complete and sign this form**

Name of school	Chipping Campden School
Name of Student	
Date of Birth	
Tutor Group	
Medical condition / illness	

**Medicine**

Name of medicine ( <i>as described on the container</i> )	
Quantity received	
Date dispensed	
Expire date	
Agreed review date ( <i>if applicable</i> ) to be initiated by	<i>(name of member of staff)</i>
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self Administration ( <i>supervised</i> )	YES / NO
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime Telephone No:	
Relationship to student	
Address	
I understand that I must deliver the medicine personally to	<i>The Medical Officer via Reception</i>



I accept that this is a procedure the school is not obliged to undertake and I understand that I must notify the school of any changes in writing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix 3: Record of medicine administered to an individual student**

<b>Name of School</b>	<b>Chipping Campden School</b>
<b>Name of Student</b>	
<b>Date medicine provided by parent</b>	
<b>Tutor Group</b>	
<b>Quantity received</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	
<b>Quantity returned</b>	
<b>Dose and frequency of medicine</b>	

Staff Signature: \_\_\_\_\_ Name: \_\_\_\_\_

<b>DATE</b>	<b>TIME GIVEN</b>	<b>DOSE GIVEN</b>	<b>STAFF NAME</b>	<b>STAFF INITIALS</b>



**Appendix 4: Individual Healthcare Plan**



**Individual Healthcare Plan**

Name of school/setting

Chipping Campden School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)



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**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



## **Local Hospitals and Doctors Surgeries**

### **LOCAL HOSPITALS**

#### **Gloucestershire**

Cheltenham General Hospital (MINOR INJURIES UNIT)

Sandford Road, Cheltenham, Glos GL53 7AN

Tel: 0300 422 2222

Gloucester Royal Infirmary (A&E)

Great Western Road, Gloucester GL1 3NN

Tel: 0845 422 2222

North Cotswold Hospital (MINOR INJURIES UNIT)

Stow Road, Moreton in Marsh, Glos GL56 0DS

Tel: 0300 421 8770

#### **Warwickshire**

Stratford upon Avon Hospital (MINOR INJURIES UNIT)

Arden Street, Stratford upon Avon, Warks

Tel: 01789 205831

Warwick Hospital (A&E)

Lakin Road, Warwick, CV34 5BW

Tel: 01926 495321

### **LOCAL DOCTORS SURGERIES**

#### **Gloucestershire**

Chipping Campden Surgery

Back Ends, Chipping Campden, Glos GL55 6AU

Tel: 01386 841894

Mann Cottage Surgery

Four Shires Medical Centre, Stow Road, Moreton in Marsh, Glos GL56 0DS

Tel: 01608 650764





Stow on the Wold Surgery

Well Lane, Stow on the Wold, Glos GL54 1EQ

Tel: 01451 830625

The White House Surgery

Four Shires Medical Centre, Stow Road, Moreton in Marsh, Glos GL56 0DS

Tel: 01608 650317

**Warwickshire**

Bidford Healthcare Centre

Stratford Road, Bidford on Avon, Warks B50 4LX

Tel: 01789 773372

Meon Medical Centre

Goose Lane, Lower Quinton, Stratford upon Avon, Warks CV37 8TA

Tel: 01789 720820

Bridge House Medical Centre

Scholars Lane, Stratford upon Avon, Warks CV37 6HE

Tel: 01789 292137

Rother Street Medical Centre

Stratford upon Avon, Warks CV37 6PP

Tel: 01789 269386

Shipston Medical Centre

Badgers Crescent, Shipston on Stour, Warks CV36 4BQ

Tel: 01608 661845

Trinity Court Surgery

Arden Street, Stratford upon Avon, Warks CV37 6HJ

Tel: 01789 292895