



Supporting Students with Medical Conditions Policy

A handwritten signature in black ink, appearing to be "M. J. J.", written over a horizontal line.

Signed

Chair of Governors

June 2021

Review Date: June 2023

Statement of Intent

Oakwood Park Grammar School wishes to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential. This policy has been developed in line with the Department for Education's guidance updated in August 2017, "Supporting pupils at school with medical conditions" which, in turn makes reference to the Equality Act 2010.

Roles and Responsibilities

THE LOCAL EDUCATION AUTHORITY 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 Oakwood Park Grammar 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.
- Ensuring that the school has arrangements in place to support pupils with medical conditions and that such children can access and enjoy the same opportunities as any other child.
- Ensuring that the school has delivered relevant training to staff members who take on responsibility to support children with medical conditions.
- Ensuring that no child with a medical condition is denied admission to OPGS because arrangements for the medical condition have not been made.
- Ensuring that the school has an appropriate level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

THE HEADTEACHER IS RESPONSIBLE FOR:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Oakwood Park Grammar School.
- Ensuring that the policy is updated in line with statutory guidance.
- Ensuring that the school's governing body is updated of changes to policy and its implementation.
- Ensuring that the school has delivered relevant training to staff members who take on responsibility to support children with medical conditions.
- Ensuring that no child with a medical condition is denied admission to OPGS because arrangements for the medical condition have not been made.
- Ensuring that Deputy Headteachers with responsibility for Years 7 to 9 and Years 10 to 13, in partnership with external agencies, Directors of Study, OPGS Learning Support Department, support staff and parents, have effective and regularly updated procedures in place to support students with medical needs.

DEPUTY HEADTEACHERS ARE RESPONSIBLE FOR:

- Ensuring the policy is implemented, and updated, in line with statutory guidance.
- Ensuring effective links with partner agencies, including but not limited to:
 - i) School Nursing Service
 - ii) KCC Inclusion and Attendance Service
 - iii) LIFT (Local Inclusion Forum Team)
 - iv) WKHEN (West Kent Health Educational Needs)
 - v) CHYPS (Children and Young Persons Service)
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition and ensure this is included in context sheets and as part of risk assessments completed prior to school trips and visits.
- Developing and reviewing Individual Healthcare Plans (IHCP) in partnership with parents, Directors of Study and the Learning Support team.

MEMBERS OF STAFF ARE RESPONSIBLE FOR:

- Taking appropriate steps to support children with medical conditions. Where this requires adjustments to lesson planning and delivery, these should be recorded in context sheets.
- Liaising with Directors of Study should concerns arise in relation to the impact of medical conditions on academic attainment and progress.
- Administering medication, if they have agreed to undertake that responsibility.
- 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.
- Ensuring that, in the planning of school trips and visits, risk assessment forms clearly specify reasonable and/or necessary adjustments required for students with medical conditions.

PARENTS/GUARDIANS 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 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 Director of Study and/or SENCO, other staff members and healthcare professionals.

THE ROLE OF THE CHILD:

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Including, where appropriate, taking their own medication.
- 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, usually the school office.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Key Definitions

- “Medication” is defined as any prescribed or over the counter medicine.
- “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 Oakwood Park Grammar School, including teachers.

Training of staff

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive the following training:
 - i) Training on all medicated students by school Nurse in September every year
 - ii) Support from the School Nurse for each new student with medical needs
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The school will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- Where appropriate, pupils will be encouraged to take their own medication.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child’s medical circumstances change, whichever is sooner.
- 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.
- 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.

Administration of Medication in School.

- 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 child must complete and sign a parental agreement for a school to administer medicine form.
- No child 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 child 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.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- 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.
- Medications will be stored in the Main School Office.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Oakwood Park Grammar School cannot be held responsible for side effects that occur when medication is taken correctly.

Medical Emergency Procedure

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

Avoiding Unacceptable Practice

Oakwood Park Grammar 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.

Insurance

- Teachers 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 Director of Resources.

Complaints

- Details of how to make a complaint can be found in the school's Complaints Policy.

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

- Director of Study 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.)

Oakwood Park Grammar 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 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.

Oakwood Park Grammar 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 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 | |

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

Oakwood Park Grammar 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 | | | |

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

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|-------------------------|--|--|--|
| 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
Dose given
Name of member of staff
Staff initials

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Date
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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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| |
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Date of training completed:

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Training provided by:

| |
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|--|

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 _____

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 – **01622 726683**
- Your name.
- Your location as follows: Oakwood Park Grammar School, Oakwood Park, Maidstone Kent ME16 8AH
- The exact location of the patient within the school – might need additional directions if on the school field.
- 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,

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.

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,