



**Tettenhall  
Wood  
School**

# **Supporting Pupils with Medical Conditions Policy**

<b>Date adopted by the Governing Body:</b>	17.06.2021
<b>Date of policy review:</b>	June 2022

## **Statement of intent**

The governing board of Tettenhall Wood School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Tettenhall Wood School believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupil's feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

# 1. Legal framework

1.1 This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

1.2 This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

1.3 This policy has due regard to the following school policies:

- First Aid Policy
- Asthma Policy
- Complaints Procedure Policy

## 2. Definitions

2.1 Tettenhall Wood School defines:

- "medication" as any drug or device prescribed by a doctor.
- "staff member" as any member of staff employed at the school, including teachers.
- "medication" will be used to describe all types of medicine.

### **3. The role of the governing body**

#### **3.1 The governing body:**

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that pupils' health is not put at unnecessary risk. As a result, the Governing Body holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

### **4. The role of the staff:**

#### **4.1 The Head teacher:**

- Ensures that this policy is effectively implemented with stakeholders.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- The development of Individual healthcare plans including bringing to the attention of the school nurse any pupil who requires support but has not yet been brought to the attention of the school nurse.

#### **4.2 The Deputy Head teacher:**

- The day-to-day implementation and management of the **Supporting Pupils with medical needs Policy** at Tettenhall Wood School.
- Ensure all staff who need to know are aware of a pupil's condition

#### **4.3 The Assistant Head teacher:**

- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in emergency situations.

#### **4.3 Staff, including teachers, support staff and volunteers**

- Ensure they follow the policy.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Inform parents if their child is unwell at school.
- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **5. The role of parents/carers:**

#### **5.1 Parents/carers:**

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Contribute to the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.
- Complete a medication administration form (appendix A) prior to bringing the prescribed / **unprescribed** medication into school.
- Ensure that the prescribed medication is sent into school in the original packaging which has the pharmacist label attached.
- Ensure that the school has prescribed medication which is inside the expiry date
- **Ensure that non-prescribed medication (over the counter medication), where possible, is sent into school in its original container and has instructions for use.**

## **6. The role of pupils:**

### **6.1 Pupils**

- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Where appropriate the pupil will be involved in discussions about their medical support needs and contribute as much as possible to the development of their individual healthcare plan.
- Are sensitive to the needs of pupils with medical conditions

## **7. The role of the school nurse**

### **7.1 The school nurse:**

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

## **8. Admissions**

- 8.1** No child is denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.
- 8.2** A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

## **9. Notification procedure**

- 9.1.** When the school is notified that a pupil has a medical condition that requires support in school, the school nurse informs the head teacher. Following this, the school begins to arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP
- 9.2.** The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the head teacher based on all available evidence (including medical evidence and consultation with parents/carers).
- 9.3.** For a pupil starting at the school in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.

## **10. Staff training and support**

- 10.1.** Tettenhall Wood School will provide annual training for all staff in managing Asthma and Epilepsy. Also training to ensure that all staff are aware of the **Supporting pupils with medical needs policy** and understand their role in implementing it.
- 10.2.** Staff do not undertake healthcare procedures or administer medication without appropriate training. Staff have the right to refuse to administer medication
- 10.3.** Training needs are assessed by the school nurse through the development and review of IHPs, on a termly basis for all school staff, and when a new staff member arrives.
- 10.4.** Through training, staff have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.
- 10.5.** The school nurse confirms the proficiency of staff in performing medical procedures or providing medication.
- 10.6.** A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.
- 10.7.** The school nurse identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- 10.8.** Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

## **11. Individual healthcare plans (IHPs)**

- 11.1** The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher makes the final decision.
- 11.2.** The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process

**11.3.** IHPs include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments.
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
- The support needed for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Whether a child can self-manage their medication.
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
- Cover arrangements for when the named supporting staff member is unavailable.
- Arrangements for obtaining written permission from parents/carers and the head teacher for medicine to be administered by school staff or self-administered by the pupil.
- Separate arrangements or procedures required during school trips and activities.
- Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
- What to do in an emergency, including contact details and contingency arrangements.

**11.4** Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.

**11.5** IHPs stored in the file in the First Aid Room

**11.6** IHPs are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

**11.7** Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHP identifies the support the child needs to reintegrate

## **12. Managing medicines**

**12.1.** Medication should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

- 12.2.** Tettenhall Wood will administer prescribed medication with written consent from parents.
- 12.3.** Non-prescribed medication (over the counter medication may be administered through consultation with the Head teacher, where possible ensure the medication comes in its correct container and has instructions for use. Parents sign the consent form.
- 12.4.** Where possible medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- 12.5.** Prior to staff members administering any prescribed medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- 12.6.** Prescribed medication will only be accepted if:
- o It is in date,
  - o Labelled.
  - o Provided in the original packaging as dispensed by the pharmacist and include instructions on administration, dosage and storage.
  - o The exception to this is insulin which must still be in date but may be in an insulin pen or pump rather than the original packaging.
- 12.7.** All medication is stored in a locked cupboard in the First Aid Room. The exceptions to this are:
- o Medication which requires refrigeration
  - o Medicines and devices such as asthma inhalers, emergency epilepsy medication and adrenaline pens which should be readily available to the individual pupil.
  - o Medication which has been taken on a school visit
- 12.8.** All staff will be made aware that the school have been provided with emergency salbutamol inhaler and will have been given information and training as to how and when to administer them (see Asthma Policy)
- 12.9.** All staff will be made aware where a pupil is off-site for activities the pupil's own emergency inhaler and spacer needs to always be taken with them.
- 12.10.** Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. (see Guidance on the use of AAI in school) When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.

**12.11.** When medication (not inhalers) is taken off site. They must be signed in and out of the medical cupboard in the First Aid Room.

**12.12.** When medication is no longer required or is out of date it is returned to the parent / care for safe disposal. Sharps boxes are used for the disposal of needles and other sharps

**12.13.** Before administering prescribed medication staff will check the following information – this information is displayed in the First Aid room to prompt staff each time

- o Pupil's Name
- o Name and strength of the medication
- o The dosage and when the medication should be taken
- o Expiry date of the medication.
- o A record of all medicines administered to pupils stating what, how much was administered, when and by whom. Any side effects of the medication administered in school are noted by the school and parents are informed.
- o Administering prescribed drugs must be witnessed by two members of staff wearing PPE where appropriate.

**12.14.** Tettenhall Wood School cannot be held responsible for side effects which occur when medication is taken correctly.

**12.15.** If a pupil refuses to take their medication, staff will not force them to do so, parents/carers will be informed so that alternative options can be considered through consultation with a Health Professional.

**12.16.** Medication coming in from home must not be placed in a pupil's bag. It must be:

- o Passed through the bus escort for pupils travelling on LA transport to a school member of the school staff who will then lock it in the secure cupboard.
- o Passed to a member of the school staff for pupils who are brought to school by their parents or who have been to for a Short break stay. The medication will then be locked in the secure cupboard.
- o All medication brought into school must be signed in and out of the in the Medication folder.

## **13. Emergency Medication**

13.1. This type of medication, such as an adrenaline auto injector (AAI) e.g. EPIPEN, anti-histamine, inhaler must be readily available.

A copy of the health care plan (Emergency action plan) should be kept with the medication.

If emergency services/medical intervention is necessary, the plan should accompany the pupil with details of what has been done and when already.

13.2. For this type of medication, the school's procedures should identify:

- · where the medication is stored
- · who should collect the medication in an emergency
- · who should stay with the pupil concerned
- · supervision of other pupils in the vicinity
- · support other pupils witnessing the incident
- · arrangements/requirements for an ambulance/other medical support
- · recording systems
- · arrangement for regular staff training.

## **14. Emergency procedures**

14.1 If the school needs to call an ambulance the school will follow the 'Contacting emergency services' (see Appendix B)

14.2 If a child needs to be taken to hospital two members of staff will accompany them and stay until their parents/carers arrive. It is vital that these members of staff are able to give an accurate recount of events to the medical professionals and the parents. (see Appendix C Contacting Parents in an Emergency)

## **15. Individual healthcare plans (IHP)**

15.1. The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher makes the final decision.

15.2. The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process.

15.3. IHPs include the following information

The medical condition, as well as its triggers, signs, symptoms and treatments

The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements

The specific support needed for the pupil's educational, social and emotional needs

The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs

The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role

Which staff members need to be aware of the pupil's condition  
Arrangements for receiving parental consent to administer medication  
Separate arrangements which may be required for school trips and  
external activities

Which staff member can fulfil the role of being a designated, entrusted  
individual where confidentiality issues are raised

What to do in an emergency, including whom to contact and  
contingency arrangements

What is defined as an emergency, including the signs and symptoms  
that staff members should look out for

The governing body will ensure that IHCPs are reviewed at least  
annually.

## **16. Unacceptable practice**

- 16.1 School staff will use their discretion and judge each case on its merits. It is not acceptable practice to:
- 16.1. Assume that every pupil with the same condition requires the same treatment
  - 16.2. Ignore the views of the pupil, their parents or medical evidence or opinion (although this may be challenged)
  - 16.3. Send pupils 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 individual healthcare plans
  - 16.4. Penalise pupils for their attendance if their absences are related to their medical condition e.g. hospital appointments
  - 16.5. Prevent pupils drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
  - 16.6. Prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of school life including school visits e.g. by requiring the parent to accompany the pupil
  - 16.7. Staff will ensure that they communicate with parents/carers

**This policy is reviewed every two years.**