

# The Friary School

## SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY



### Introduction

The Friary School wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the DfE's guidance released in 'Supporting Students at School with Medical Conditions - September 2014'.

### Roles & Responsibilities

The Local Authority is responsible for:

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

The Governing Body is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy
- 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
- Developing individual healthcare plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. This would include visits and activities outside the normal school timetable
- Organising first-aid training as necessary
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions
- Guaranteeing that information and teaching support materials regarding supporting students 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 students and across the school population

Parents & 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 prescribed medicine form before bringing medication into school

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

## **Procedure to be followed when notification is received that a student has a medical condition**

On receiving notification of a medical condition, the schools' qualified first aiders, on advice from the school nurse, assess the severity of the condition and decide if a healthcare plan is needed for the student. Parents are then supplied with a copy of the healthcare Plan for them to complete.

Healthcare plans are always developed for:

- severe asthma
- type 1 diabetes
- epilepsy
- anaphylaxis
- any student diagnosed as being at risk of an emergency
- any student who requires the administration of specific healthcare procedures or regular medication

## **Individual Health-Care Plans**

Where necessary, an IHCP will be developed in collaboration with the student, parents / carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed annually or when a child's medical circumstances change.

Where a student has an Education, Health and Care (EHC) 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, the school will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Where a child is being educated externally, such as in a medical or secure facility, then the school will liaise with the relevant professionals to help support learning and assist in academic and personal well-being.

## **Staff Training & Support**

Staff who undertake responsibilities under this policy will receive appropriate external training relating to the medical conditions of students within the academy.

All staff are made aware of the child's medical needs via their Class Support Plans and the centralised listings of medical conditions – with updates distributed where appropriate in staff briefings.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Headteacher will keep a record of training undertaken and a list of staff who are able to carry out basic first aid and to undertake responsibilities under this policy.

## **The Role of the Child**

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

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.

If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

## **Managing Medicines on the School Premises**

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours. Antibiotics that are to be taken 3 times daily will not be administered in school.

No child will be given any prescription or non-prescription medicines without written parental consent.

Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

Non-prescription medication will only be administered under the supervision of the school's registered first-aiders.

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.

Medications will be stored securely with the first-aiders.

Any medications left over at the end of the course will be returned to the child's parents.

Students will never be prevented from accessing their medication.

Written records will be kept of any medication administered to children.

## **Emergency Procedures**

Medical emergencies will be dealt with under the school's emergency procedures.

Where an IHCP is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

Students will be informed in general terms of what to do in an emergency, such as telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **Day Trips, Residential Visits & Sporting Activities**

The school will actively support students with medical conditions in their participation in school trips, visits and sporting activities unless evidence from a clinician states that this is not possible.

The school will make reasonable adjustments to enable students with medical needs to participate fully and safely on visits.

## Unacceptable Practice

The Friary School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student 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.
- Creating barriers to children 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.

## Data Protection

All records of student medical records are securely maintained in password protected areas on the school ICT network. These medical records are disposed of as part of our Data Protection framework on the maintenance and retention of personal data.

## Insurance

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 Headteacher.

## Complaints

Details of how to make a complaint can be found in the Complaints Policy.

<b>Reviewed By</b>	Full Governors	<b>Implementation Date</b>	Jan 2024	<b>Review Date</b>	Jan 2026
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