

SACRED HEART HIGH SCHOOL



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

MARCH 2019

To be reviewed March 2020

*This Policy should be read in conjunction with
all other Sacred Heart High School Policies*

Contents

	Page
1 KEY ROLES AND RESPONSIBILITIES	3
1.1 The Governing Body	3
1.2 The Headteacher	3
1.3 Staff	4
1.4 School Nurses	4
1.5 Parents and Carers	4
2 DEFINITIONS	5
3 TRAINING OF STAFF	5
4 THE ROLE OF THE CHILD	5
5 INDIVIDUAL HEALTHCARE PLANS (IHCPs)	5
6 MEDICINES	6
7 EMERGENCIES	6
8 AVOIDING UNACCEPTABLE PRACTICE	7
9 SCHOOL TRIPS	7
10 SPORTING ACTIVITIES	7
11 INSURANCE	7
12 COMPLAINTS	8
13 RATIFICATION	8

Appendices

1. Individual healthcare plan implementation procedure
2. Individual healthcare plan template
3. Parental agreement for a school to administer medicine template
4. Parental request for child to carry own medicine template
5. Record of medicine administered to an individual child template
6. Record of medicine administered to all children
7. Staff training record – administration of medicines
8. Contacting emergency services
9. Model letter inviting parents to contribute to individual healthcare plan development

1 KEY ROLES AND RESPONSIBILITIES

1.1 The Governing Body

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Sacred Heart High 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 supporting 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.

1.2 The Headteacher

The Headteacher has overall responsibility for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Sacred Heart High School.
- 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.
- 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.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

- Contacting the school nursing service in the case of any child who has a medical condition.

1.3 Staff

Staff members are responsible for:

- Taking appropriate steps to support children 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.
- 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.
- Health care professionals are responsible for administering injections.

1.4 School Nurses

The School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Working with Healthcare professionals to produce IHCP.

1.5 Parents and Carers

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 form before bringing medication into school (see agreement form Appendix 3).
- 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 Headteacher, other staff members and healthcare professionals (see Appendices 1 & 2).

2 DEFINITIONS

'Medication' is defined as any prescribed medicine.

'Prescription medication' is defined as any drug or device prescribed by a doctor, nurse or dentist.

A **'staff member'** is defined as any member of staff employed at Sacred Heart High School, including teachers.

3 TRAINING OF STAFF

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive ongoing training as necessary as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the following training:

- First Aid Training
- Asthma
- Epi-pens
- Epilepsy

The clinical lead for this training is the school nurse, Jacqueline Carty.

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 HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4 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 an easily accessible location.

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

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher or qualified First Aider.

5 INDIVIDUAL HEALTHCARE PLANS (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Pastoral Support Managers, 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.

6 MEDICINES

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.

Only prescription medicines will be administered.

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 clear 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 Drug and Alcohol Policy.

- Medications will be stored in individual files held in the Main Administration 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.
- Sacred Heart High School cannot be held responsible for side effects that occur when medication is taken correctly.

7 EMERGENCIES

Pupils who are ill should remain at home – see guidance from the Health Protection Agency. If a pupil becomes unwell and needs to be sent home it is our normal practice to inform the parent and ask that they be collected from school.

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.
- 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.

Supply staff will be told to contact the Main Admin Office in the case of an emergency.

8 AVOIDING UNACCEPTABLE PRACTICE

Sacred Heart High 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.

9 SCHOOL TRIPS

Whilst it is appreciated that pupils with medical needs may wish to go on a school trip, the primary consideration must be at all time the pupil's safety.

Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. If staff are concerned about their ability to provide for a pupil's safety, or about the safety of other pupils on a trip, they should see further advice from the Business Manager/SENCO/Medical Room.

10 SPORTING ACTIVITIES

Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of any relevant medical conditions and emergency procedures.

11 INSURANCE

Teachers/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 Business Manager.

12 COMPLAINTS

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

- Stage 1 - Complaint Heard by Designated Person for Key Stage
- Stage 2 - Complaint Heard by Headteacher
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

13 RATIFICATION

This Policy (together with its appendices) has been approved and ratified by the Headteacher and the Ethos Committee March 2019, and ratified by the Full Governing Body in June 2019. The Policy and appendices will be reviewed in March 2020.

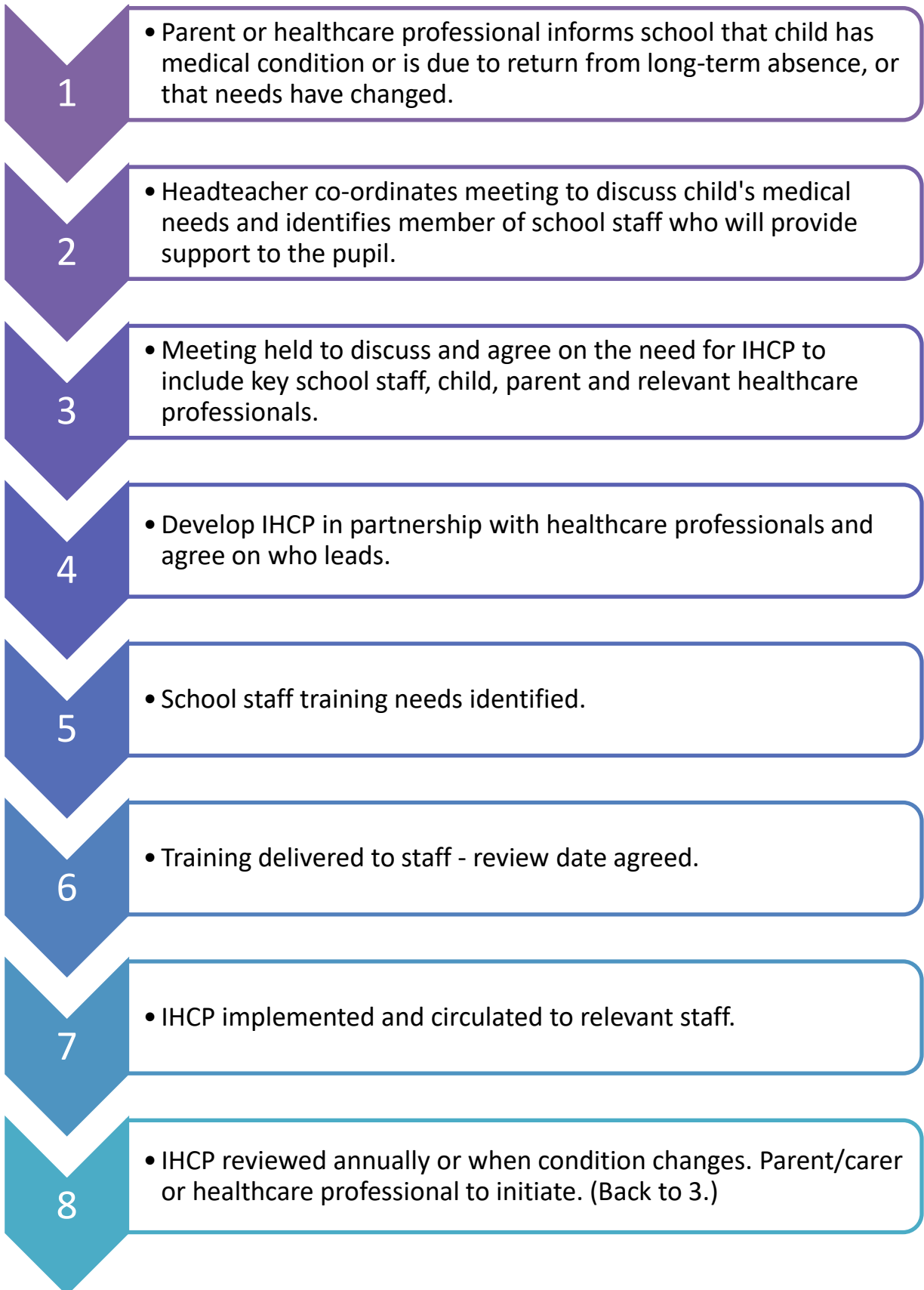


Headteacher
Mrs M Doyle



Mr John Sills
Chair of Governors

Appendix 1: Individual healthcare plan implementation procedure



Appendix 2- Individual healthcare plan template

Sacred Heart High School Individual Health Care Plan	
Child's name	
Form 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. The school will only administer prescribed medicines dispensed by a pharmacy.

Sacred Heart High 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

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 - Sacred Heart High School - Parental request for a pupil to carry their own medicine template

This form must be completed by parents/carers

If staff have any concerns these must be discussed with healthcare professions.

Name of Child	
Date of Birth	
Form Group	
Address	
Name of medicine	
Procedures to be taken in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Second telephone no.	
Relationship to child	
Address	

I request that my daughter be allowed to carry her medication for use as necessary. I will inform the school immediately in writing if this information changes.

Signature(s) _____

Date _____

If more than one medicine is to be carried a separate form must be completed for each

Appendix 7 - 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 8 - 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 – **020 8748 7600**
- Your name.
- Your location as follows: **Sacred Heart High School, 212 Hammersmith Road, London W6 7DG**
- 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.
- Call Parents after calling the ambulance

Appendix 9 - 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,