



**Model Policy for Supporting Pupils with Medical Conditions  
(Incorporating Administration of Medication)**

**Norman Street Primary School**

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**Purpose**

This policy has been developed to outline the school’s statutory duties under Section 100 of the Children and Families Act 2014 in order to ensure that suitable arrangements are established to support pupils with medical conditions. This includes the establishment of suitable procedures for the storage, administration and recording of medication.



## **Scope**

This policy applies to all Local Authority maintained schools and settings and can be adapted by non-maintained schools choosing to follow Local Authority Safety Guidance.

## **Principles**

The governing body recognises that pupils, in terms of both physical and mental health, need to be properly supported in school. This policy is based on the following principles:

- Focus on the needs of the individual pupil.
- Recognition that medical conditions can be wide-ranging in their effects, duration and complexity.
- Enablement of individuals to play a full and active role in school life, including participation in sports and school trips and visits, and to remain confident, healthy, and achieve their academic potential.
- Promotion of self-care where appropriate for the individual: this includes pupils being permitted to carry their own medication.
- Support and training for staff carrying out supporting roles.
- Effective record-keeping.
- Effective storage and access to medication (internal procedures for first aid).
- Suitable and sufficient emergency procedures.

The governing body will ensure that effective consultation will take place with all relevant persons such as health and social care professionals, pupils and parents, to ensure that the needs of pupils are effectively supported.

We further recognise that persons should not be put at unnecessary risk at school, and in addition, and in line with health and safety and safeguarding policies, the governing body will not place others at unacceptable risk or accept a child in school where it would be detrimental to that child and others to do so.

## **Responsibilities**

### **Headteacher**

The Headteacher will be the responsible person for ensuring implementation of this policy in school. They will ensure that:

- Sufficient staff are identified and suitably trained, with cover arrangements in case of staff absence or staff turnover, to ensure that someone is always available where required.
- All relevant staff are made aware of this policy and understand their role in its implementation.
- Staff who need to know are aware of the child's condition.



- Staff are appropriately insured and they are made aware they are insured to support pupils.
- Briefing for supply teachers is provided where relevant.
- Risk assessments for school visits and other school activities outside of the normal timetable are carried out.
- The school nursing service is contacted in the case of any child who has a medical condition that may require support in school, but who has not yet been brought to the attention of the school nurse.
- Implementation, development and monitoring of individual healthcare plans.
- Implementation of arrangements for managing storage, administration, and recording of medication.

### **School Staff**

- Any member of the school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Staff must not give prescription medications or undertake healthcare procedures without appropriate training.
- Although it is recognised that administering medicines is not part of teachers' professional duties, they will take account of the needs of pupils with medical conditions that they teach.
- School staff will receive suitable and sufficient training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.
- Staff will contribute, where relevant, to the development and review of individual healthcare plans
- Individual healthcare plans will include procedures to enable staff to respond accordingly when they become aware that a pupil with a medical condition needs help or requires emergency attention.

### **School Nurses**

- Where required, the school will access the school nursing service to seek advice and support.
- School nurses may directly notify the school when a child has been identified as having a medical condition which will require support. Wherever possible, this should be done before the child starts at the school.
- School nurses may support the Headteacher and staff on implementing a child's individual healthcare plan. They will provide advice and guidance, for example, on staff training.
- School nurses can liaise with healthcare professionals, e.g. Clinicians, G.P., Children's Community Nurse or Community Mental Health Team, on appropriate support for the child and associated staff training needs.



## Healthcare Professionals

- Liaison will take place with healthcare professionals, including GPs and paediatricians, where required, to ensure clinical input and pertinent advice is obtained on developing individual healthcare plans.
- Specialist or specific local health teams may be contacted to provide support in schools for children with particular conditions (e.g. asthma, diabetes).

## Pupils

- Wherever possible pupils will be fully involved in discussions about their medical support needs and will contribute as much as possible to the development of, and compliance with, their individual healthcare plan.
- It is the policy of the school to promote self-care for those pupils who are competent to manage their own health and safety needs and medications.

## Parents/Carers

- Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. It is recognised that they might, in some cases, be the first to notify the school that their child has a medical condition.
- Parents/carers must give prior written agreement for any medication, to be given to a pupil. School staff are only permitted to administer prescription medication.
- As key partners they should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. However, confirmation of any medical or clinical need will always be sought from a suitable healthcare professional.
- Parents should carry out any action they have agreed to as part of the healthcare plan's implementation, e.g. provide medicines and equipment, collect same at end of term, and ensure that they or another nominated adult are contactable at all times.

## Local Authority

The Local Authority has a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children relating to their physical and mental health, and their education, training and recreation.

The Local Authority pays regard to statutory guidance on the education of children unable to attend school because of health needs.



## Ofsted

The current framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and on considering the quality of teaching and the progress made by these pupils. Inspectors are briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

### **On notification of a pupil with a medical condition**

The school will implement suitable arrangements when alerted to pupils with medical conditions. These arrangements may be provided when a child starts at school, when a pupil receives a new diagnosis, or when existing needs change.

Where appropriate, the school will ensure that robust individual healthcare plans (IHCPs) are established.

### **Individual Healthcare Plan (IHCP)**

The school will follow the Local Authority's Safety Advice Note SAN(M1) - Supporting Pupils with Medical Conditions/Medication in Schools, to ensure that suitable IHCPs are developed.

Each IHCP will be clear about what needs to be done, when, and by whom. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. It is recognised that different children with the same health condition might require very different support.

An IHCP may be initiated by a member of school staff, the school nurse, or another healthcare professional involved in providing care to the child.

An IHCP will be drawn up with input from such professionals, e.g. specialist nurses, who are able to determine the level of detail needed in consultation with the school, the child and their parents.

An IHCP will be reviewed at least annually **or earlier if the child's needs change**. Where the child has a special educational need, the individual healthcare plan will be linked to the child's statement or Educational Healthcare Plan (EHCP) where they have one.



### **Concerns and complaints**

Should a concern or complaint arise in relation to a pupil's medical needs, then this should be directed in the first instance to the Headteacher who will address issues on an individual basis. Formal complaints will be handled in line with the school's usual complaints procedure.

### **Evaluation and review**

This policy will be reviewed at regular intervals. It will be made readily available to parents/carers and be communicated to all staff.

#### **Approved by Governors:**

**Chair of Governors: Rev. K Teasdale**

**Headteacher: C Murray**

**Date: 23.09.2021**

**Review Date: September 2024** *(or when the LA update statutory guidance)*