

# THE HARLINGTON AND SUNDON ACADEMY TRUST



## HARLINGTON LOWER AND SUNDON LOWER SCHOOL MEDICAL CONDITIONS POLICY

**Approved by Curriculum Trustee Committee: November 2021**

**Approved by Board of Trustees: November 2021**

**Next review: November 2023**

### **Introduction**

Harlington Lower School and Sundon Lower School wish to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

### **Aims**

At Harlington Lower School and Sundon Lower School we aim to:

- Ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so that they have full access to education, including school trips and physical education and remain healthy and achieve their academic potential.
- Ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

### **1. Key roles & Responsibilities**

#### **1.1 The Local Authority (LA) 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.
- Ensure that school leaders consult health and social care professionals, pupils, and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

#### **1.2 The Board of Trustees is responsible for:**

- The overall implementation of the Medical Conditions Policy and procedures of Harlington Lower School and Sundon Lower School
- Ensuring that the 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 and ensure that pupils with medical conditions can access and enjoy the same opportunities at school as any other child.
- Ensuring that relevant training is provided for 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 appropriate level of insurance is in place and appropriately reflects the level of risk.
- Ensuring that the school's policy covers the role of IHC plans, and who is responsible for their development, in supporting pupils at school with medical conditions.
- Considering a number of areas which should be recorded on the IHC. See DfE guidance December 2015.
- Ensuring that the Academy's policy clearly identifies the roles and responsibilities of all those involved in the arrangements made to support pupils at school with medical conditions.

### **1.3 The Head Teacher is responsible for:**

- The day-to-day implementation and management of the Medical Conditions Policy and procedures of Harlington Lower School and Sundon Lower 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.
- Delegating a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Ensuring the appropriate 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.
- All medication is sent home with parents at the end of every school term. Medication is not stored in summer holidays.

### **1.4 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.

### **1.5 School nurse is 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 Community nursing teams who are a valuable resource for schools seeking advice and support in relation to children with a medical condition.

### **1.6 Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a 'Parental Indemnity Agreement' for School to Administer Medicine before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover/ out-of-date medicine at the end of each course and/or each term.

- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Head Teacher, other staff members and healthcare professionals.

## **2. Definitions:**

- “Medication” is defined as any prescribed or over the counter medicine.
- “Prescription medication” is defined as any drug or device prescribed by a medical prescribing practitioner
- A “staff member” is defined as any member of staff employed at Harlington Lower School and Sundon Lower School, including teachers.

## **3. Training of staff:**

- Teachers and support staff will receive training on the Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive training externally.
- The lead for training is the Office Manager at Harlington Lower School and Sundon Lower School.
- 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 Office Manager(s) will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy on Integris G2.

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

- If appropriate and reflected in Individual Healthcare Plan, 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.
- In most cases the child will take their own medication under the supervision of a trained First Aider.

## **5. 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 (SENDCO) 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 Indemnity Agreement’ for School to Administer Medicine.

- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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 half-termly 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.
- Medications will be stored in the Office (HLS) except Reception Class who store medication in the classroom (Oak Class at HLS). In (SLS) medication is stored in the refrigerator in the Staffroom except Nursery/Reception who store medication in the refrigerator in the classroom (Swans-SLS).
- Any medications out-of-date and/or left over at the end of the course will be returned to the child's parents at the end of every half-term.
- Pupils will never be prevented from accessing their medication.
- Harlington Lower School and Sundon Lower School cannot be held responsible for side effects that occur when medication is taken correctly.
- Written records will be kept of any medication administered to children.

#### **7. Emergencies:**

- 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. Parents arrive.

#### **8. Avoiding unacceptable practice:**

- Harlington Lower School and Sundon Lower School understand 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 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. Insurance**

- Staff who undertake responsibilities within this policy are covered by the school's insurance.
- The Academy Trust has opted in to the Risk Protection Arrangement (RPA) through the DfE. The policy covers staff providing support to pupils with medical conditions.
- Full written 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 Finance Manager at HLS.

#### **10. Complaints**

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

- Stage 1 - Complaint heard by Class Teacher
- Stage 2 - Complaint heard by Head Teacher
- Stage 3 – Complaint heard by Board of Trustees

This policy is linked to the Allergy Awareness Policy.



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.