



Ibstock Community College

Respect and Pride brings Success

Medical Needs Policy

September 2024

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our schools will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board at each Trust school will implement this policy by:

- Making sure sufficient staff are suitably trained
 - Making staff aware of pupil's condition, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
 - Providing supply teachers with appropriate information about the policy and relevant pupils ●
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is the SENCo.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Board of Directors

The Board of Directors has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher at each Trust school will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

Each Trust school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to SENCO and Lead First Aiders in the Schools.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/SENCO and Head First Aiders will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their

condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/SENCO. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Staff providing support to pupils with medical conditions are insured by the schools insurance policies. Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures.



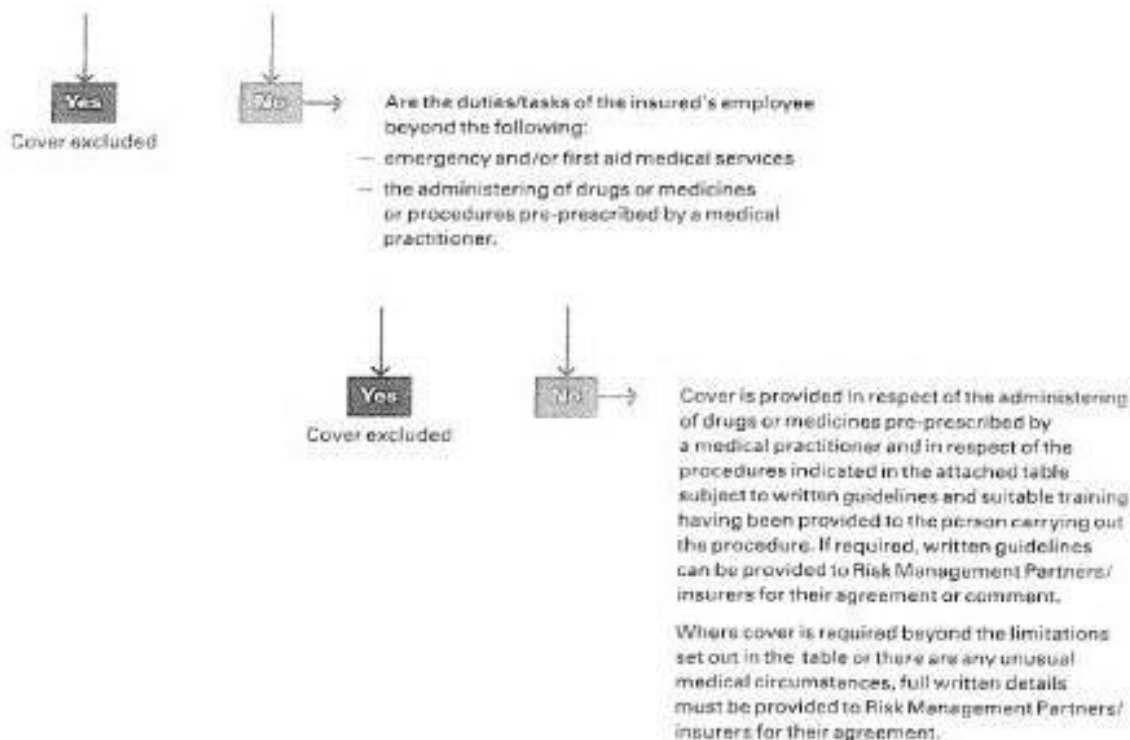
Medical malpractice decision tree

Is the treatment one which would normally be carried out by a healthcare facility and/or healthcare professional?

Healthcare facility/healthcare professional is defined as:

(the provision of services by:

A hospital, clinic or emergency room facility, a physician, medical doctor, osteopath, chiropractor, resident, extern or intern, a psychiatrist, pharmacist, dentist, orthodontist, or periodontist and included the prescribing of any drugs or medicines and the use of equipment for diagnostic purposes.



Medical malpractice treatment table

Procedure/Activity/Use of	Cover available
Acupuncture	No But may be considered on receipt of written details of procedures.
Administration of medicines	Yes Subject to being pre-prescribed by a medical practitioner and written guidelines. Via nasogastric tube, gastrostomy tube or orally. Where this involves children, wherever possible parents/guardians should provide the medication prior to the child leaving home. A written consent form will be required from parent/guardian and this should be in accordance with LEA procedure on medicines in schools etc. Similar consideration should be given when asked to administer 'over the counter' medicines.
Apnea monitoring	Yes In respect of monitoring via a machine following written guidelines. There is no cover available in respect of visual monitoring.
Bathing	Yes Following training and in accordance with written guidelines.
Blood samples	Yes But only by glucometer following written guidelines.
Buccal midazolam	Yes Following written guidelines.
Bladder wash out	No
Catheters	Yes Following written guidelines for the changing of bags and the cleaning of tubes. There is no cover available for the insertion of tubes.
Colostomy/Stoma care	Yes Following written guidelines in respect of both cleaning and changing of bags.
Chest drainage exercise	Yes Following written health care plan provided under the direction of a medical practitioner.
Dressings	Yes Following written health care plan for both application and replacement of dressings.
Defibrillators/First aid only	Yes Following written instructions and appropriate documented training.
Denture cleansing	Yes Following appropriate training.
Ear syringe	No
Ear/Nose drops	Yes Following written guidelines.
Epipen/Medipen	Yes Following written guidelines with a preassembled epipen.
Enema suppositories	No
Eye care	Yes Following written guidelines for persons unable to close eyes.
First aid	Yes Should be qualified first aiders and applies during the course of the business for the benefit of employees and others.
Gastrostomy tube - peg feeding	Yes Cover available in respect of feeding and cleaning following written guidelines but no cover available for tube insertion.
Hearing aids	Yes For assistance in fitting/replacement of hearing aids following written guidelines.

Inhalers, cartridges and nebulisers	Yes	Both mechanical and held following written guidelines.
Injections	Yes	But only for the administering of pre-packaged doses on a regular basis pre-prescribed by a medical practitioner and written guidelines. See below for insulin injections
Insulin injections	Yes	Where possible, these should be self administered but can be undertaken by trained staff in accordance with written care plan. Cover will operate in respect of the administration of doses that need to be determined due to individual needs of the person as long as this is set out in their care plan and, for school children, has parental approval.
Intranasal midazolam	Yes	Following written guidelines.
Manual evacuation	Yes	
Mouth toilet	Yes	
Nasogastric tube feeding	Yes	Following written guidelines but cover is only available for feeding and cleaning of the tube. There is no cover available for tube insertion or reinsertion which should be carried out by a medical practitioner.
Occupational therapy	No	
Oxygen – administration of and assistance with	Yes	Following written guidelines and suitable training in use of the equipment including oxygen saturation monitoring where required. Excludes filling of oxygen cylinders from main tank.
Pessaries	No	
Reiki	Yes	
Physiotherapy	Yes	When undertaken by suitably trained staff but excluding treatment by qualified physiotherapists.
Pressure bandages	Yes	Following written guidelines.
Rectal midazolam in prepackaged dose	Yes	Following written guidelines and two members of staff must be present.
Rectal diazepam in prepackaged dose	Yes	Following written guidelines and two members of staff must be present.
Rectal paraldehyde	No	
Splints	Yes	As directed by a medical practitioner.
Suction machine	No	
Syringe drivers – programming of	No	
Suppositories	No	Other than rectal diazepam and midazolam.
Swabs – external	Yes	Following written guidelines.
Swabs – internal	No	Other than oral following written guidelines.
Toe nail cutting	Yes	Following written guidelines.
Tracheostomy	No	Cover is only available for cleaning around the edges of the tube only following written guidelines.
Ventilators	No	Other than for a person with a predictable medical condition and stable ventilation requirements following written guidelines.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher/SENCO in the first instance. If the headteacher/SENCO cannot resolve the matter, they will direct parents to the Trust's complaints procedure.

13. Monitoring arrangements

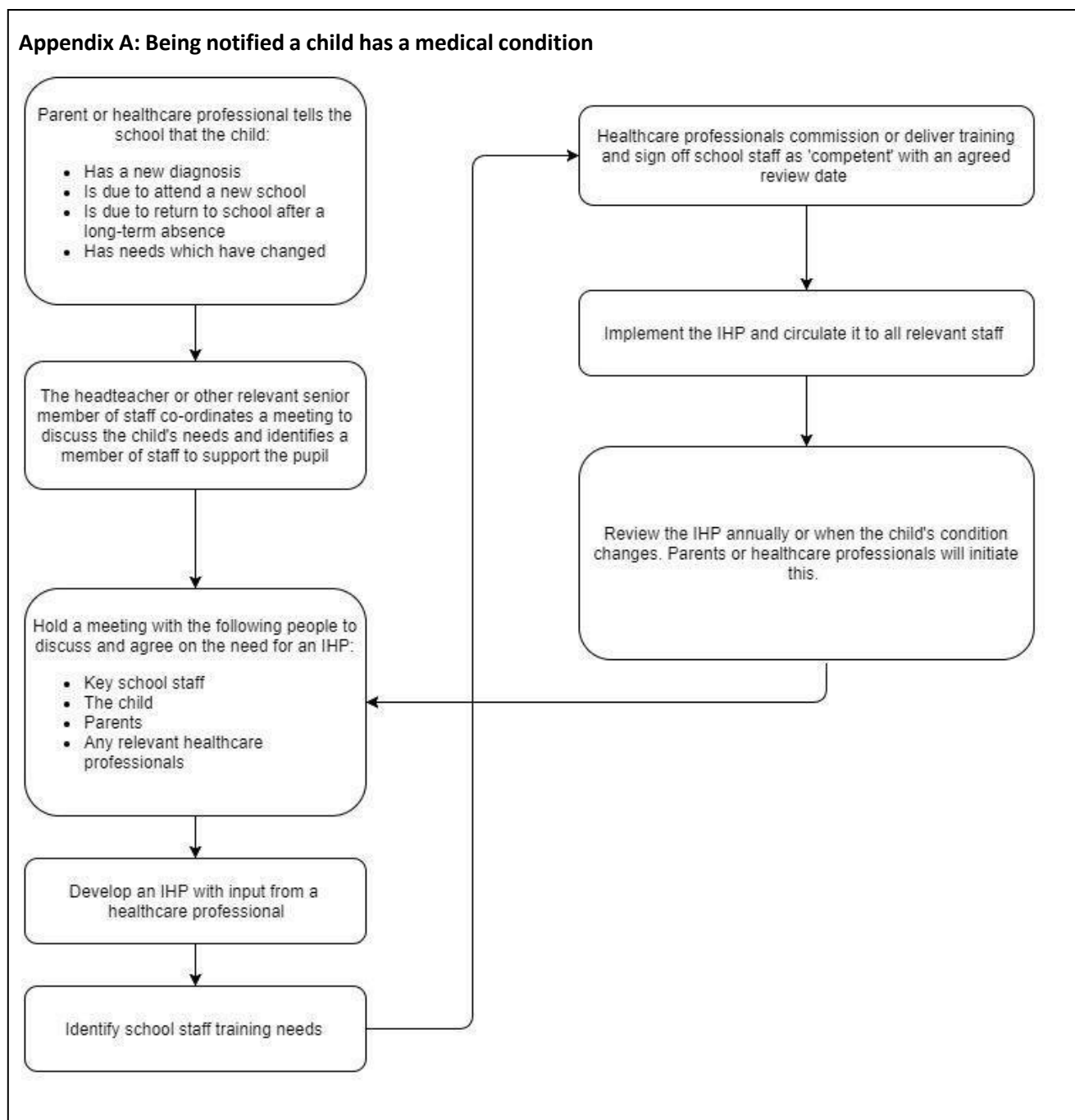
This policy will be reviewed and approved by the governing board every 2 years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix A: Being notified a child has a medical condition



APPENDIX B – MEDICINE CONSENT FORM *(for completion by parent / guardian / carer)*



To the Headteacher of Ibstock Community College

From the parent / guardian of **DOB:**
(full name of child)

My child has been diagnosed as having:

..... (name of condition)

They have been considered fit for school but require the following prescribed medicine to be administered during school hours:

..... (name of medication)

The possible side effects of taking this medicine are:

The medication should be dispensed as follows:

Dosage: Times / intervals: Strength of medication:

With effect from (start date) Until (end date).....

The medicine should be administered by mouth / in the ear / nasally / other
(delete as appropriate)

- By signing this form, I confirm that my child has taken this medicine (or at least two doses of this medicine) before and has not suffered any adverse reactions.
- I consent / do not consent for my child to take the medicine by him/herself and kindly request/do not request that you arrange for the administration of the above medicine as indicated (delete as appropriate)
- I consent / do not consent for my child to carry the medication upon themselves and kindly request/do not request the school store it on their behalf. This medicine does/does not need to be kept in a fridge (delete as appropriate)
- I undertake to update the school with any changes in medication routine use or dosage.
- I undertake to maintain an in date supply of the prescribed medication.
- I understand that the school will keep a record of medicine given and will keep me informed that this has happened
- I understand that the school cannot undertake to monitor the use of self-administered medication carried by the child and that the school is not responsible for any loss of / or damage to any medication.
- I understand that staff will be acting in the best interests of my child whilst administering medicine to them

Signed: (parent / guardian) **Date:**

Name of parent (with parental responsibility): (please print)

Contact Details:

Home: Work: Mobile:

Headteacher of Ibstock Community College (or healthcare / social care professional):

Signed: Name: Date:

Administration of Medicines *(for school staff to complete)*

Date	Time	Dose given	Signed (by member of staff)

ADDITIONAL NOTES

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Ibstock Community College Individual Healthcare Plan (IHCP) for students with medical need



If your child has a medical condition, please complete this form

******* It is parent/ carer responsibility to ensure this IHCP remains upto date. *******

Student's name:..... Date of Birth..... Tutor

Group:.....

Medical diagnosis or
condition:.....

Clinic / hospital contact

Name: Telephone number:

.....

G.P. contact

Name: Telephone number:

.....

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Does Covid 19 present a greater risk to the child due to their medical condition? If so what precautions need to be considered?

Daily care requirements, including medication.

Please note- it is parent / carer responsibility to ensure there is a sufficient supply of medication kept in school and this medication is indented.

Specific support for the student's educational, social and emotional needs.

Arrangements required for school visits / trips etc.

Describe what constitutes an emergency, and the action to take if this occurs

Other information:

If your child requires an inhaler which they carry themselves, and you would like a second inhaler kept in reception please ensure you provide this.

To be completed by Ibstock Community College

Who is responsible for providing support in
school?.....

What are the risks and how will these be minimised?

What is the process for an emergency situation? Does this also apply for off-site activities?

Staff training required:

Signed: Name:

.....

(by parent / guardian with parental responsibility)

Date:

- I will ensure this IHCP remains update with any changes as required.
- I will ensure my child have sufficient and indate medication in school as required.

Signed: Name:

.....

(by member of ICC staff)

Save all **completed** documents to: *P drive \ Administration \ Health and Safety \ Students with medical need*