



**De La Salle School**

# Children with Medical Conditions Policy

Last Update: September 2022  
Ratified by Governors: 6 October 2022  
Next Review: September 2023

## **Statement of intent**

De La Salle wishes to ensure that students 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 students at school with medical conditions".

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

Schools, local authorities, health professionals, commissioners and other support services should work together to ensure that children with medical conditions receive a full education. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the local authority. Consideration may also be given to how children will be reintegrated back into school after periods of absence.

## **1.Key roles and responsibilities**

### **1.1. The Local Authority (LA) 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.

### **1.2. The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of De La Salle School.
- Ensuring that the Supporting Students 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 students with medical conditions are able to participate fully in all aspects of school life.
- 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.
- Ensuring the level of insurance in place reflects the level of risk.

-

### **1.3. The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of De La Salle School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy as part of the induction process.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy.
- 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 students in line with this policy. (This is covered by the Essex County Council Insurance that the school buys into annually)
- Contacting the school nursing service in the case of any child who has a medical condition.

### **1.4. Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Assisting in the administering of medication which has been clearly labelled with the child's name, dosage and time to be taken, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.

- Familiarizing themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- The only injection that would be administered by a member of the Student Services Team would be an EpiPen in the case of an emergency.

#### 1.5. **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.

#### 1.6 **Other healthcare professionals**

- Other healthcare professionals, including GP's and pediatrician's, should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

#### 1.7. **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Collecting any leftover medicine at the end of the course or academic year. If any medication is not collected it will be disposed of at a local chemist.
- Discussing medications with their child/children prior to requesting that a member of staff assists/administers the medication.
- **A parental agreement for the school to administer medication (Form A) and record of medicine administered to an individual child (Form B) form must be completed by the parent/carer and handed into the school before any prescribed drugs can be administered. This form can be emailed to parents by request or can be accessed from the school website. Hard copies will be available from main reception.**
- Providing the school with the medicine their child requires and keeping it up to date.

- Contacting the trip/visit organizer of any medical conditions that need to be considered during that time, including sporting events.

## **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 doctor.
- A “staff member” is defined as any member of staff employed at De La Salle School, including teachers.

## **3. Training of staff**

- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

First Aid at Work training. First Aiders are required to complete this training every 3 years with a yearly refresher course.

Any further staff training required for individual students/medical conditions.

- 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 H & S Officer will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

#### **4. 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.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of Student Services.

#### **5. Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- Parents'/Carers' are to complete Form A 'Parental Agreement for School to Administer Medication' for prescribed medication. Students administer their own medication. Staff with the relevant training can assist when required.
- 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.
- 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.
- De La Salle School cannot be held responsible for side effects that occur when medication is taken correctly.
- A maximum of one weeks 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. Passing such drugs to others is an offence which will be dealt with under our Health and Safety Policy. Medications will be stored in Student Services Locked medical

Last Update: September 2022

Ratified by Governors: 6 October 2022

Next Review: September 2023

cupboard. Students will be made aware of its location.

- Any medication left over at the end of the course must be collected by the parent or it will be disposed of at a local pharmacy.

## 6. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures. **(Appendix 1)**
- 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.

## 7. Avoiding unacceptable practice

- De La Salle 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
- ☐ Penalizing 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.

## 8. Insurance

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.

## 9. Complaints

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



- Stage 1 - aims to resolve the concern through informal contact at the appropriate level in school.
- Stage 2 – is the first formal stage where written complaints are considered by the Headteacher or a designated governor, who has the responsibility for dealing with complaints.
- Stage 3 – is the next step once stage 2 is completed. It involves a complaints review panel of governors.

## Appendix 1 - 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 – **01268 281234**
- Your name.
- Your location as follows: **De La Salle School, Ghyllgrove, Basildon, Essex, SS14 2LA.**
- 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.

# Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

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

# Form A: Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Form	
Medical condition or illness	

## Medicine

Name/type of medicine <i>(as described on the container)</i>	
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 main reception or my child to take it straight to Student Services	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

# Form B: Record of medicine administered to an individual child

Name of school	
Name of child	
Date medicine provided by parent	
Form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**B: Record of medicine administered to an individual child (Continued)**

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials






## Staff training record – administration of medicines

De La Salle

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

\_\_\_\_\_

Date

\_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature

\_\_\_\_\_

Date

\_\_\_\_\_

Suggested review date



# Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

## **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 between the school, parents, 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 on 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 involve [the following people]. 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 another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely