




Ilford County High School

Policy on Supporting Pupils with Medical Conditions

(October 2020)

The adoption of this policy was approved by the Governing Body on:	8 th October 2020
Signed by the Chair of Governing Body:	
Next review date for this policy:	Autumn 2021

Background

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to plan for supporting pupils at their school with medical conditions. This policy sets out our arrangements.

We aim to ensure that all children with medical conditions in terms of physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Ilford County High School works with health professionals and other support services to ensure that children with medical conditions receive a full education.

Individual Healthcare Plans

Individual Healthcare Plans (IHPs) are agreed to ensure that the school effectively supports pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.

IHPs may be initiated, in consultation with a parent/carer, by a member of school staff or a healthcare professional involved in providing care to the child. The school, healthcare professional and parent/carer will agree, based on evidence, when a Healthcare Plan would be inappropriate or disproportionate.

An IHP will be essential in cases where:

- When a child joins the school with anaphylaxis or medical condition
- a condition fluctuates
- there is a high risk that emergency intervention will be needed

They will also be helpful in other cases where a medical condition is long term and complex.

Where the child has a special educational need identified in a statement or Educational Healthcare Plan (EHCP) the IHP will be linked to or become part of the statement or EHCP.

The IHP will be made accessible to all staff and professionals who need to refer to it via SIMS.

The IHP will be reviewed on an annual basis or earlier if evidence is presented that the child's needs have changed.

Roles & Responsibilities:

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work cooperatively with other agencies to ensure that the needs of pupils with medical conditions are met effectively.

The Headteacher:

- has overall responsibility for the implementation of this policy and will ensure that it is implemented with partners
- will ensure that all staff are aware of this policy and understand their role in its implementation

The Director of Inclusion:

- will identify any training needs necessary during the development or review of Individual Health Plans (IHPs)
- will liaise with external agencies to assess staff training needs
- will arrange for external professionals to train staff
- will support staff in carrying out their role
- will ensure that new staff are fully informed about this policy
- will ensure that relevant staff are informed about a child's condition
- will ensure that sufficient staff are suitably trained and available (additional staff will be trained to cover staff absence or staff turnover)
- has overall responsibility for the development of IHPs

Staff:

- must not give prescription medicines or undertake health care procedures without appropriate training
- may be asked to provide support to pupils with medical conditions, including the administering of medicines
- will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- should know what to do and respond accordingly when they become aware that a pupil with medical condition needs help

Pupils:

- should be fully involved in discussions about their medical support needs and contribute, where possible, to the development of and comply with their IHP.
- will be allowed to carry their own medicines and relevant devices wherever possible.
- who refuse to take medicine or carry out a necessary procedure will not be forced to do so, but the procedure in the IHP should be followed and parent/carer must be informed so that alternative options can be considered.

Parent/Carer:

- should ensure that their child is well enough to attend school
- should keep any child who is acutely unwell at home

- should provide the school with sufficient and up to date information about their child's medical condition and any treatment and special care needed at school
- should be involved in the development and review of their child's IHP and may be involved in its drafting
- should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are always contactable
- should remind the class teacher of the need to take the relevant medicines on all school trips
- should contact the school if there are any changes to their child's medication subsequent to the IHP being approved

School Trip Leaders

- will liaise with the Director of Inclusion to carry out risk assessments for school visits, residential trips and other school activities outside of the normal timetable.

Managing Medicines on School Premises

- Medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. We will therefore only administer medicines when absolutely necessary decided on an individual basis
- If a parent/carer feels it is necessary for a child to receive medication during the school day, the parent/carer is always welcome to come into school to administer the dosage
- Children for whom we are likely to agree to administer medicines include children with long term medical needs including diabetes, epilepsy, asthma, severe allergies and occasionally medicines prescribed by GPs that have to be given during the daytime and when parent/carer is unable to come in to administer them
- Children will not be given medicines without their parent/carer's written consent
- If we agree to administer any medicine, the parent/carer must complete form 'Med 1' (Appendix 1). A copy is available from the office and is on the school's website
- Children should not bring any medicine into school with them- this includes 'over the counter' medicines
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- Children will never be given medicine containing aspirin unless prescribed by a doctor
- Medication e.g. for pain relief should be administered in line with the individual's prescribed dose
- We will only accept prescribed medicines that are in date, labelled, provided in the original container, as dispensed by a pharmacist, and include instructions

for administration, dosage, and storage. The exception to this is insulin which may be inside an insulin pen or pump rather than its original container

- All medicines will be locked in the school office, but medicines and devices such as asthma inhalers, blood glucose testing meters, EpiPen's, Anapens, Emerade pens and Jext will not be locked away
- On school trips the children should know where their medication is at all times
- Controlled drugs will be stored in a non-portable container and named staff will have access
- Staff administering medicines should do so in accordance with the prescriber's instructions
- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal

Record Keeping

- A record must be kept of all medicines administered to individual children, stating what, how and how much was administered and by whom. Any side effects of the medication should be noted. This is kept in the school office.
- A record will be kept of any doses of a controlled drug used and the amount of the controlled drug held in school.

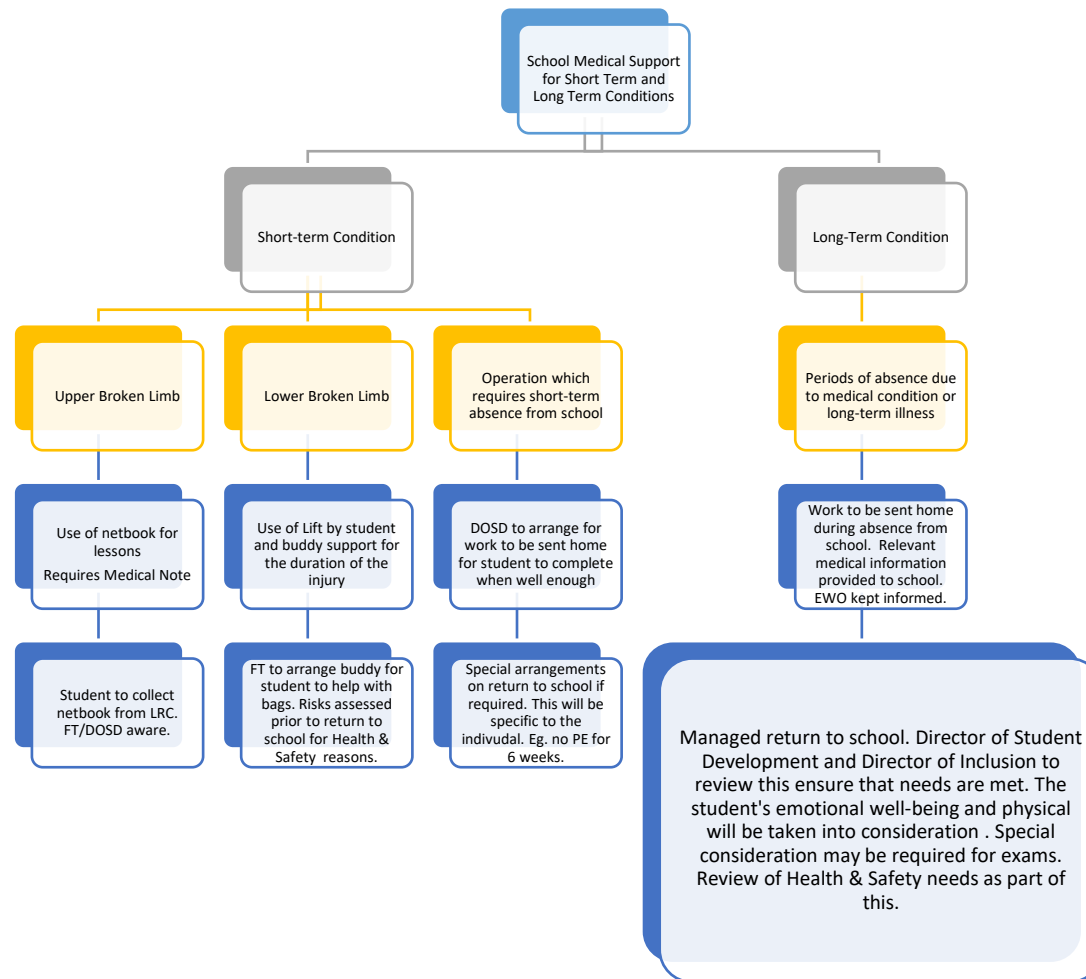
Procedure to be followed when notification is received that a pupil has a medical condition

This can be in one of the following categories:

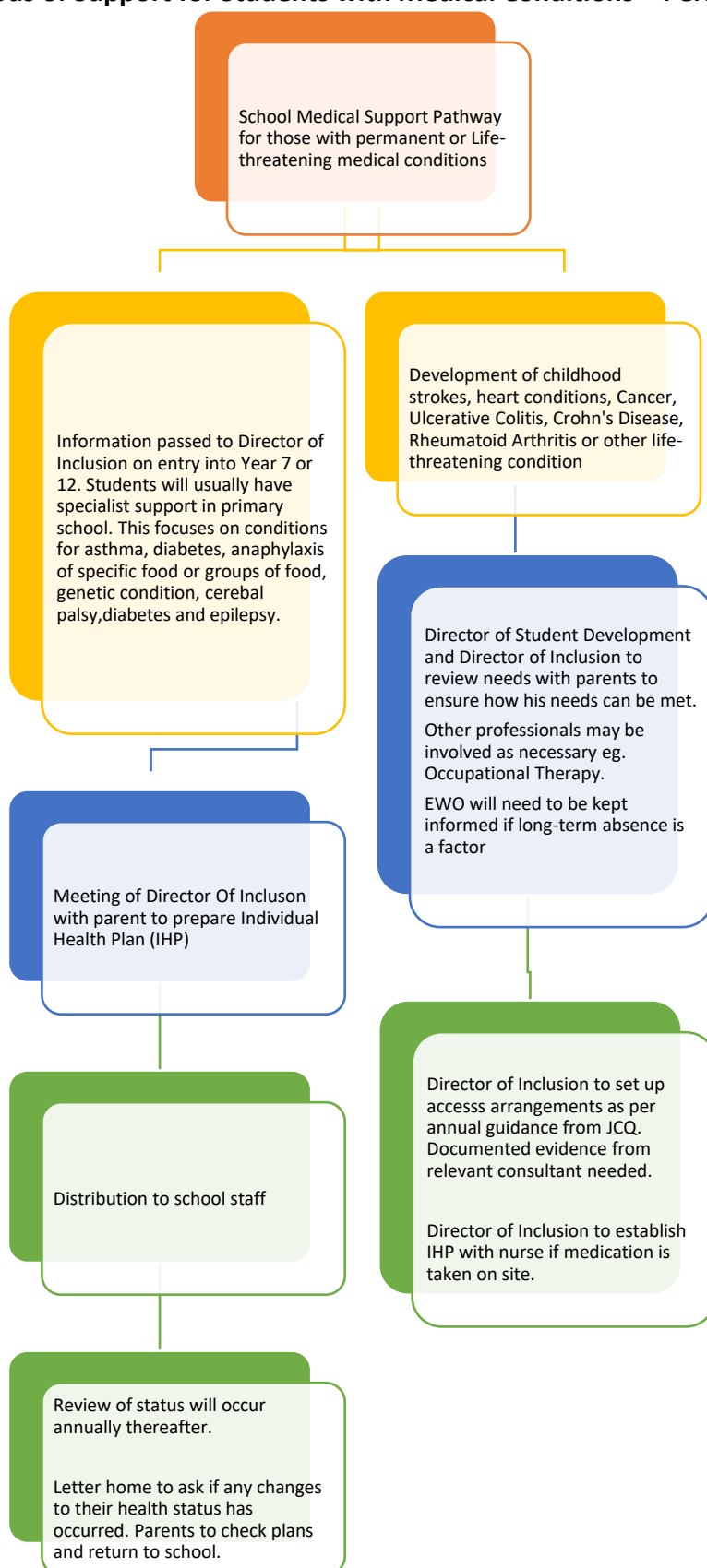
- a) short-term and long-term conditions,
- b) permanent

Depending on the category one of the following pathways will be initiated. (See Appendix 2)

Methods of Support for Students with Medical Conditions – Short and Long-Term Conditions



Methods of Support for Students with Medical Conditions – Permanent



Transition Arrangements

When a child transfers to Ilford County High School the previous setting will ensure the transfer all relevant documentation.

If a child transfers to another school the Director of Inclusion will contact the new school to share information about the child. The school will send the child's school records to the receiving school on the child's last day at the school so that documentation is in place for the start of the next term.

Parent/carers are responsible for informing the school about any change to their child's condition.

Emergency Procedures

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

Day Trips, Residential Trips and Sporting Activities

The school will carry out a risk assessment to take account of any steps needed to ensure that pupils with medical conditions are supported to participate in school trips and visits wherever possible.

The school will consider what reasonable adjustments can be made to enable children with medical needs to participate fully and safely on visits.

The school will consult with parent/carer and take advice from the relevant healthcare professional to ensure that the child can participate safely.

During residential school trips, we will administer medicines prescribed by the GP. We will not administer other medication unless there are exceptional circumstances for the request. Permission must therefore be sought from the Headteacher in advance of any trip if any non-prescribed medicine (for example, travel sickness tablets, hay fever medication) is requested to be administered. A 'Med 1' form will have to be completed and an agreement reached from the staff who are being asked to administer this medication.

Unacceptable Practice

It is unacceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parent/carer or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities

- send a child to the school office unaccompanied or with someone unsuitable if they become ill
- penalise children 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 parent/carer to attend school to administer medication or provide medical support to their child
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life including school trips.

Insurance Arrangements

- School staff are indemnified by the London Borough of Redbridge.

Complaints

If parent/carers are dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they should make a formal complaint via the school's complaints procedure which is available from the school office.

Abbreviations used throughout this document

EWO – Education Welfare Officer

IHP – Individual Health Plan

EHCP – Education, Healthcare Plan

DOSD – Director of Student Development

HOSD – Head of Student Development

JCQ – Joint Council for Qualifications

Appendix 1

MED 1

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the head teacher has agreed that school staff can administer the medication. Your child is responsible for coming up to the office to request that we administer the medicine- we cannot be responsible for reminding them.

DETAILS OF PUPIL

Surname:

Forename(s):

Address:

M/F

Date of Birth:

Form:

Condition or illness:

MEDICATION

Name/Type of

Medication.....

(as described on the container)

For how long will your child take this medication:

Date

dispensed:.....

Full Directions for use:

Dosage and method:

Timing:

Self Administration:

CONTACT DETAILS:

Name:Daytime Telephone

No:.....

Relationship to Pupil:

Address:

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date:

Signature(s):

Appendix 2
Categories of Students with Medical Conditions

Short-Term Conditions

- This category is for those students who have a condition that affects their learning for a short period of time.
- Broken Upper Limb, which affects their ability to write.
- Broken Lower Limb, which affects their mobility for a period of time.
- Rehabilitation following an operation.

Long-Term Conditions

- This category focuses on students who are absent from school for a long period of time or who will have periods of absence from school due to a medical condition. They may have to attend relevant medical appointments.
- Students in this category will require will support while at home and when they return to school.
- There may also be concerns about their emotional and social well-being.

Permanent Conditions

- Diagnosed conditions such as epilepsy, diabetes or severe asthma.
- Anaphylaxis to a food or groups of food items. The degree of anaphylaxis will depend on the food group.
- Genetic Disorders - this will vary depending on the students - cerebral palsy, congenital ataxia, colour blindness and other related conditions.
- Diagnosed condition that have life-threatening consequences such as cancer, childhood strokes, cardiomyopathy, ulcerative colitis etc.