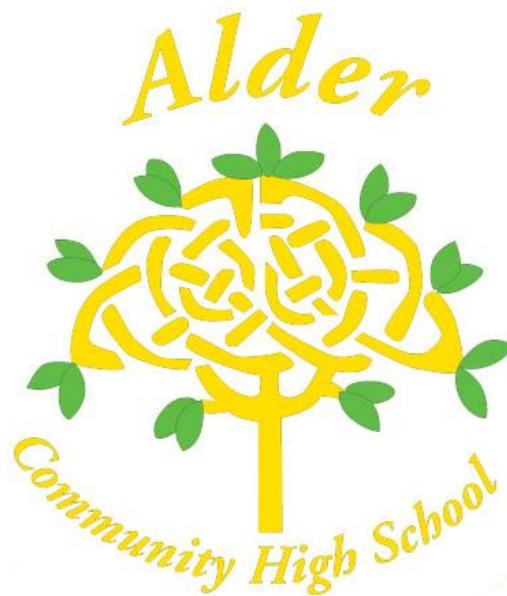


# Alder Community High School



## Protocol for Supporting Students with Medical Conditions

## **Contents:**

### Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Individual healthcare plans
6. Monitor and review
7. Fabricated Induced Illness
8. Unacceptable Practice
9. Complaint procedure

### Appendices

- A) Model process for developing individual healthcare plans
- B) Parental Agreement Form
- C) Individual Healthcare Plan Template
- D) Pathway for supporting pupils in Tameside

## Statement of intent

Alder Community High School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

## 2. Definitions

2.1. Alder Community High School defines "medication" as any prescribed or over the counter medicine.

2.2. Alder Community High School defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. Alder Community High School defines a "staff member" as any member of staff employed at the school, including teachers.

2.4. For the purpose of this policy, "medication" will be used to describe all types of medicine.

2.5. **Alder Community High School** defines "short term illness" as an illness which affects pupils' participation at school because they are on a course of medication.

2.6. **Alder Community High School** defines "long term illness" as a condition which has potential to limit access to education and requires ongoing support, medicines or care while at school to help them manage their condition and keep them well including monitoring and intervention in emergency circumstances. It is important that parents feel confident that school will provide effective support for their child's medical condition and the pupil feels safe.

## 3. Key roles and responsibilities

3.1. The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Alder Community High School.

3.2. The governing body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

3.3. The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

3.4. The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.

- 3.5. The governing body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- 3.6. The governing body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- 3.7. The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.
- 3.8. The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Alder Community High School.
- 3.9. The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- 3.10. The headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- 3.11. Mrs Webb is the designated member of staff who is responsible for overseeing administering medication.
- 3.12. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- 3.13. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.14. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 3.15. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.16. The headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.17. In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- 3.18. It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the school nurse or other members of staff.

## **4. Training of staff**

- 4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 4.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 4.3. The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.4. All relevant staff will be made aware of a pupil's medical condition.
- 4.5. The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- 4.6. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.7. The governing body will provide staff members with opportunities and details of CPD.
- 4.8. Alder Community High School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

## **5. Individual healthcare plans**

- 5.1. For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.
- 5.2. When deciding what information should be recorded on a IHCP (see appendix C), the governing body will consider the following:
  - The medical condition, as well as its triggers, signs, symptoms and treatments
  - The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
  - The specific support needed for the pupil's educational, social and emotional needs
  - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
  - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
  - Which staff members need to be aware of the pupil's condition
  - Arrangements for receiving parental consent to administer medication

- Separate arrangements which may be required for school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

5.3. The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by Mrs Webb.

## 6. Monitor and review

6.1. This policy is reviewed every two years by the governing body and the headteacher.

6.2. Alder Community High School will seek advice from any relevant healthcare professionals as deemed necessary.

6.3. Where a pupil's medical condition is unclear or where there is a difference of opinion, judgements about what support to provide will be based on available evidence including a consultation with parents.

6.4. **Alder Community High School** recognises that in exceptional circumstances a pupil's health needs may rightly take president over their education.

## 7. Fabricated Induced Illness

Absences from school are common and **Alder Community High School** recognise that there are many reasons including legitimate medical and hospital appointments. If fabricated or induced illness by a carer is suspected, school staff will verify the reasons for the child's absences. Consideration will be given as to whether reported illness is being used by the child, for example, to avoid unpopular lessons or being bullied. Such concerns should **not** be dismissed. Any concerns or suspicions of fabricated induced illness will be discussed with the designated child protection lead.

## 8. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

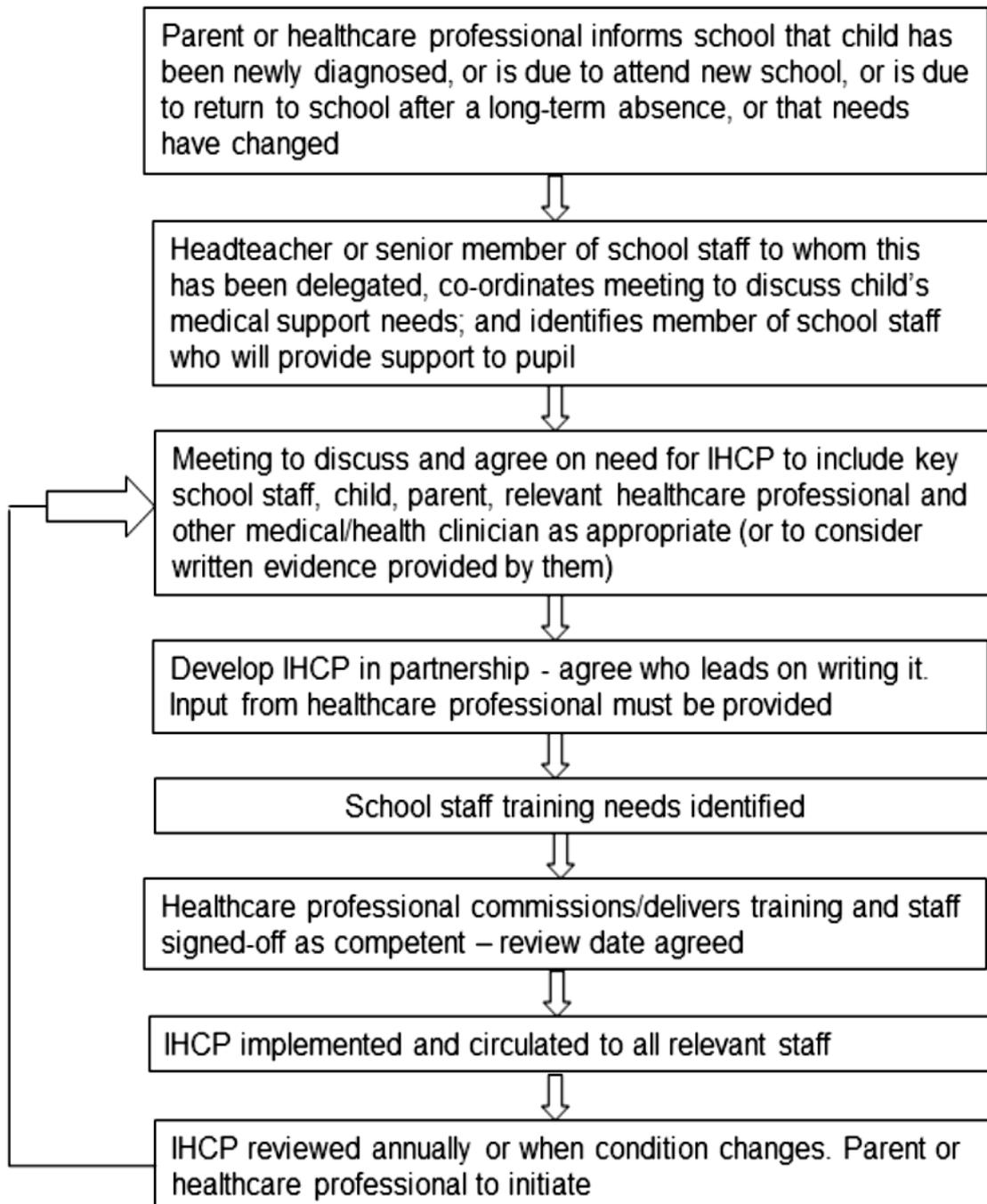
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary

- assume that every child with the same condition requires the same treatment ignore the views of the child or their Parents/Carers; 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, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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 Parents/Carers, or otherwise, feel obliged to attend the school to administer medication or provide medical support to their child, including toileting issues. No Parent/Carer should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

## **9. Complaints**

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Head Teacher. If for whatever reason this does not resolve the issue, parents may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy.

# Annex A: Model process for developing individual healthcare plans



## Annex B: Parental Agreement Form



# Alder Community High School Medication Administration Form

**Alder Community High School will not give your child medicine unless you complete and sign this form.**

|                   |  |
|-------------------|--|
| Name of child:    |  |
| Date of birth:    |  |
| Group/class/form: |  |

Medical condition/illness:

Medicine/s:

Name/type of medicine (as described on the container):

|                 |              |
|-----------------|--------------|
| Date dispensed: | Expiry date: |
|-----------------|--------------|

Agreed review date: .....

Review to be initiated by: .....

Dosage, method and timing:

Special precautions:

Are there any side effects that the school needs to know about?

Self-administration: Yes/No (delete as appropriate)



# Alder Community High School Individual Healthcare Plan

**Pupil's name:**

**Address:**

**Date of birth:**

**Class teacher:**

**Medical condition:**

---

---

---

---

---

---

---

---

---

---

**Date plan drawn up:** \_\_/\_\_/\_\_

**Review date:** \_\_/\_\_/\_\_

## CONTACT INFORMATION

### Family contact 1

**Name:**

**Phone number:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**





**Who is responsible in an emergency (State if different on off-site activities):**

---

---

---

---

---

---

---

---

| <b>Signed</b>                    | <b>Date</b> |
|----------------------------------|-------------|
| <b>Parent/carers</b>             |             |
| <b>Pupil (where appropriate)</b> |             |
| <b>Named person in school</b>    |             |
| <b>SENCO</b>                     |             |
| <b>GP</b>                        |             |

## ANNEX D

### Pathway for Supporting Pupils in Tameside with Medical Conditions

Schools are made aware of a pupil with a medical condition from parent and health professional

School to ensure they meet their statutory responsibilities as set out in the statutory guidance. This will usually involve liaising with Health professionals to develop an Individual Health Care Plan (IHCP). Within the ICHP school will need to establish if any absence relating to the medical condition is to be authorise or otherwise.

School must inform the Local Authority Tracking Officer when a pupil is absent for 15 days over any academic year if the absence relates to the medical condition. This information will be recorded on the ONE system.

An Education Welfare Officer (EWO) will be made aware of the pupil within 5 days by the tracking officer and will work with the school to ensure that:

- School have made reasonable adjustments to allow the pupil to access a full time education. This may include arrangements for school work being sent home for short periods of absence, part time consider on-line learning.
- That an IHCP is in place and has been written having taken the views of the health professional's parents / carers / pupils.
- There is a date scheduled so that the IHCP is reviewed at least 6 monthly
- The level of attendance is reviewed regularly.
- Regular contact is made with the parent/carers and pupil.

Where necessary, the case can be referred, via the EWO, to the case management panel. The panel will consider each case on an individual need and will allocate appropriate provision. The school will be invited to attend the panel meeting and be notified of the outcome.

**The Local authority may request a proportion of the age weighted pupil unit (AWPU) to assist with any educational provision.**