Puller Memorial School

Supporting Pupils with Medical Conditions Policy

22.01.15 reviewed Sept 26

PULLER MEMORIAL PRIMARY SCHOOL

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

The named member of school staff responsible for this medical conditions policy and its implementation is:

NAME: Francis Higgins

ROLE: Assistant Headteacher of Inclusion

This policy should be read in conjunction with the school's Allergy Safety Policy and any associated allergy management procedures

DfE Statutory guidance for the support that pupils with medical conditions should receive at school (Dec 2015)

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:
Who is responsible for ensuring that sufficient staff are suitably trained,
A commitment that all relevant staff will be made aware of the child's condition,
Cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
Briefing for supply staff,
Risk assessments for school visits, residentials and other school activities outside of the normal timetable,
Procedures for responding when a pupil is identified as having a medical condition.
Arrangements for transition, reintegration and changes in medical needs.
The role, development and review of Individual Healthcare Plans (at least annually).

This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school recognises that allergies can be serious and potentially life-threatening medical conditions. The school adopts a whole-school approach to allergy safety, including the identification of pupils with allergies, staff training, risk reduction measures, emergency preparedness and support for pupils to participate fully in school life.

This policy should be read in conjunction with the school's Allergy Safety Policy which forms part of the school's arrangements for supporting pupils with medical conditions.

- This school will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (and other relevant legislation, see DfE guidance p27). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include pupils, parents/carers, school nurse, school staff, governors, and relevant local health specialist services.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers/carers and other key stakeholders to ensure its full implementation.

- Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

Staff will be supported in carrying out their role to support pupils with medical conditions

- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and fulfil the requirements set out in the pupil's Individual Healthcare Plan (IHP).
- Parents/carers will be consulted on how their child's needs can be met and advice will be sought from healthcare professionals on the type and level of training required to ensure staff competence, and where this training can be obtained.
- An up-to-date record of all training undertaken and by whom is kept by the school.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least annually.
- All staff receive allergy awareness training appropriate to their role. This includes recognising allergic reactions and anaphylaxis, understanding Individual Healthcare Plans, emergency response arrangements, allergen avoidance measures and the use of adrenaline auto-injectors (AAIs). Training records are maintained and reviewed regularly.
- All pupils with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP)[1], which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- This school maintains spare adrenaline auto-injectors (AAIs) for use in emergency situations. in accordance with current statutory guidance and local procedures. (see the School Allergy Safety policy and appendix 3 for further information).
- These spare devices are not a replacement for a pupil's own AAI device. Those at risk of anaphylaxis should always have access to their prescribed AAIs at school for use in an emergency.
- This school has chosen to hold emergency salbutamol inhalers for emergency use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 3 for further information)

[1] An example template for an IHP has been produced by DfE - see template A. https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3 and Allergy safety in schools - GOV.UK

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff should be aware of what action to take in an emergency. The content of this policy will be included at induction for new staff.
- Annual training is provided for common conditions e.g. asthma, allergies, epilepsy and diabetes.[2]
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.
- Protocols are in place to ensure that pupils continue to have access to emergency medication in situations such as a lockdown, fire evacuation etc.

This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- Every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality
- This school will make sure that there are sufficient members of staff who have been trained to administer medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.[3]
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances when immediate action is needed to safeguard the child's health E.g. the use of a spare adrenaline device in an emergency.
- Children under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- When administering non-prescribed medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.

[2] For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

[3] For school's covered by HCC's insurance where an IHP is in place; parents have consented for the school to administer medication / meet other support needs as part of that plan; trained staff undertake these support needs and record keeping in relation to administration is robust then liability cover would be in place for common treatments administered by staff. (e.g. in relation to oral medication, inhalers, epi-pens, pre-packaged doses via injection etc.)

The insurance section have a detailed list of treatments which are covered, if you have pupils with significant medical needs contact insurance@hertfordshire.gov.uk or by phone on 01992 555480 for further advice and to ensure coverage.

Where schools are not covered by HCC's insurance they should check with their own insurers.

- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible, and the school's disciplinary procedures are followed.
- If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but will follow the procedure agreed in the individual healthcare plan. Their Parent/carer will be informed so that alternative options can be considered.

This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, AAIs etc are readily available wherever the child is in the school and on off-site activities and are not locked away.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHP in agreement with parents/carers.
- Where pupils are prescribed medicines that are classed as controlled drugs under the Misuse of Drugs Act 1971, pupils can carry controlled drugs only if they are deemed competent to do so, otherwise this school will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- A record will be kept of the amount of the controlled drug held and doses administered.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where their medication is at all times and be able to access them immediately. Under no circumstances will medication be stored in first aid boxes.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. An exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Staff will monitor expiry dates of medication and notify parents/carers when further supplies are required. Expired medication will be returned to the parent/carer for disposal. If this is not possible it will be returned to a pharmacist for safe disposal.
- This school disposes of needles, used AAIs and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

This school has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- Where a child is newly diagnosed with a medical condition, changes school, or experiences a significant change in medical needs, the school will make every effort to put appropriate support

arrangements in place within two weeks of notification and wherever possible before attendance begins.

- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed by Francis Higgins with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services.
- IHPs will clearly identify any reasonable adjustments, support measures and risk controls required to enable the pupil to access education, school activities, educational visits, residential visits and other aspects of school life safely and as fully as possible.
- Where a pupil has a diagnosed allergy or is considered at risk of anaphylaxis, the IHP will include details of allergens, signs and symptoms, avoidance measures, emergency treatment arrangements, prescribed medication and arrangements for school visits, curriculum activities and school meals.
- Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.
- Where a child has SEN but does not have an EHC plan, their special educational needs are mentioned in their IHP. Appendix 2 is used to identify and agree the support a child needs and the development of an IHP.
- This school has a centralised register of IHPs, and Francis Higgins has the responsibility for maintaining this register.
- IHPs are regularly reviewed, at least annually or sooner if the pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The school records significant allergy incidents, episodes of anaphylaxis, administration of AAIs and relevant near misses. Incidents are reviewed to identify lessons learned and improvements to procedures, training or risk control measures.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school recognises that it is generally not possible to create a completely allergen-free environment. However, reasonable measures will be implemented to reduce the risk of accidental exposure to known allergens.
- This school will assess and manage allergen risks arising from curriculum activities, catering arrangements, educational visits, celebrations, fundraising events, animal contact and practical

lessons involving food or allergenic materials. Control measures will be proportionate to identified risks and documented where appropriate.

- The school will work with catering providers and other third parties to ensure allergen risks are identified and managed appropriately. Staff involved with food preparation or service will be provided with relevant information regarding pupils with significant food allergies.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in off-site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/INCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- The school will consider whether it may be appropriate, under some circumstances, to take "spare" adrenaline devices in case of emergency use on off-site visits. However, this should not cause a lack of "spare" adrenaline devices on school/college premises.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- For pupils with allergies, known allergens are considered potential triggers and control measures are identified through Individual Healthcare Plans and risk assessments where appropriate.
- This school reviews all medical emergencies, incidents and near misses to see how they could have been avoided, and changes school policy according to these reviews.
- Any medication administration error, incorrect dose or incorrect medication must be reported immediately via the school's normal accident / incident reporting procedures, appropriate medical advice sought where necessary, parents/carers informed, and the incident recorded and investigated proportionately.
- Where Hertfordshire County Council is the employer, all such incidents should also be reported via Solero (AIRS).
- The parents or carers of a child aged up to sixteen should be notified of any incident or "near miss" as soon as possible. In the case of a young person aged over sixteen, the school should confirm that they agree that their parents or carers should be informed.
- The incident report should always be shared with school, college or setting's designated leader responsible for medical conditions and/or allergy.
- The named member of the senior leadership team responsible for allergy safety is Francis Higgins, they must be informed of all allergen incidents / near misses in order they can consider any lessons learned and whether changes are required to the setting's policies and practice as a result.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 1.

This school is clear about practices that are not acceptable when supporting pupils with medical conditions.

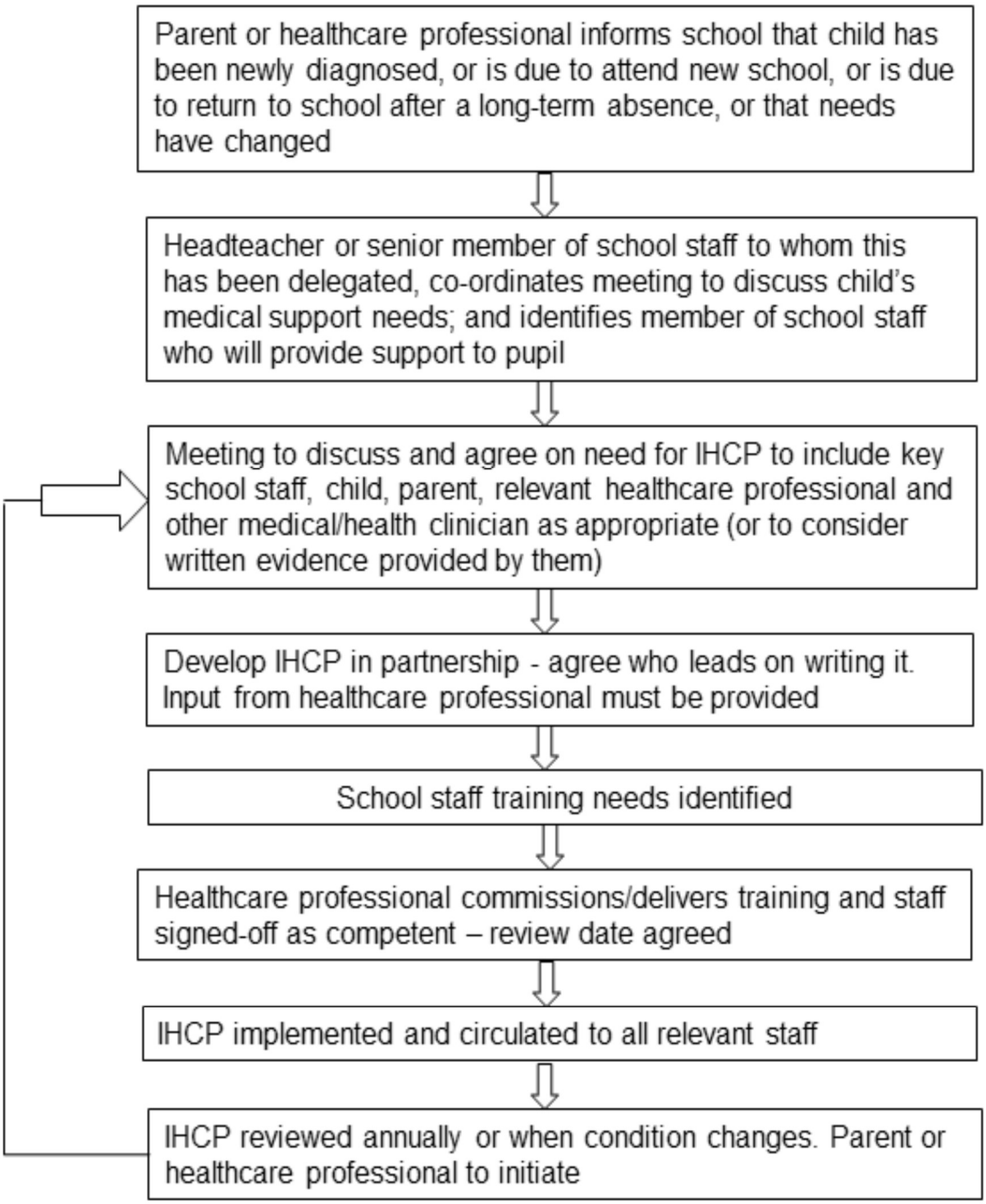
The school will not:

- Prevent pupils from accessing medication when needed.
- Assume all pupils with the same condition require the same support.
- Ignore the views of pupils, parents or relevant healthcare professionals.
- Exclude pupils from visits, clubs or activities because of a medical condition unless supported by appropriate evidence.
- Require parents to attend school routinely to administer medication or provide medical support.
- Penalise pupils for attendance linked to medical appointments or treatment.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.
- Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Headteacher.

Appendix 1
Model process for developing individual healthcare plans



Appendix 2
Roles and responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child 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.

The Headteacher will appoint a designated member of staff (member of SLT) to coordinate allergy safety arrangements, oversee staff training, maintain relevant records reviewing incidents and near misses and ensure allergy-related Individual Healthcare Plans remain current and effective.

School staff – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a

valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 3

Emergency Salbutamol Inhaler

- The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.
- The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools (March 2015). https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools
- The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.
- The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.
- Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupil's IHP.
- A record of use for the emergency inhaler will be kept and Parents/carers will be informed if their child has used the emergency inhaler.
- Appropriate support and training has been provided to staff in line with the school's policy on supporting pupils with medical conditions.
- Office staff will check on a monthly basis that the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available; that replacement inhalers are obtained when expiry dates approach; replacement spacers are available following use;
- The Emergency Inhaler(s) is stored in **(insert location(s))** and is clearly labelled to avoid confusion with a child's inhaler.

Emergency Adrenaline Auto-injectors (AAI)

- The school holds "spare" AAI devices for emergency use as follows

[insert brand/ dose / number and location]

- Spare AAI devices are clearly labelled to avoid confusion with that prescribed to a named pupil.
- AAIs are not locked away and remain accessible and available for use **and not more than 5 minutes from where they may be needed.**
- These spare devices are not a replacement for a pupil's own AAI device. Those at risk of anaphylaxis should continue to have access to their prescribed AAIs at school for use in an emergency at all times.
- The school follows government guidance on the storage and use of these devices Department of Health Guidance on the use of adrenaline auto-injectors in schools (September 2017).https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools and DfE Allergy safety in schools July 2026

Full details are in the school's Allergy Safety Policy which must be read in conjunction with this policy.

- Where anaphylaxis is suspected, staff should administer adrenaline without delay in accordance with training and immediately summon emergency medical assistance.

- As best practice then written parental consent will be sought for the use of the spare AAI as part of the pupil's IHP. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given, in order to avoid delays in treatment. The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used in an emergency.

- Following administration of an adrenaline auto-injector (whether the pupil's own device or a spare AAI), a 999 call must be made immediately. The pupil must not be left unattended and should be monitored continuously until emergency services arrive. Where symptoms persist, worsen or return, a second adrenaline auto-injector should be administered in accordance with training, the pupil's Individual Healthcare Plan and/or advice from emergency services.
- A record of use of any AAI(s) will be kept and parents/carers will be informed if their child has been administered an AAI and whether this was the school's spare or the pupil's own device.
- Appropriate support and training has been provided to all staff in the use of AAI(s) in line with the school's Allergy Safety policy.
- Spare AAIs are stored in pairs, so that if a second dose is immediately available if required rather than needing to be obtained from elsewhere on site.
- Office Staff will check on a monthly basis that the AAI(s) are present, in date and remain clear (not cloudy). Replacement AAI(s) will be obtained when expiry dates approach.