

Bramcote College

A member of The White Hills Park Trust

Supporting Students with Medical Conditions Policy

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Statement of intent

Bramcote College 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 April 2014 – "Supporting pupils at school with medical conditions".

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

At Bramcote College we aim to:

- To meet the duties under Section 100 of the **Children and Families Act 2014** the Local Governing Body will make arrangements to support students within the Trust with medical conditions.
- In meeting the duty, the Local Governing Body **must** have regard to guidance issued by the Secretary of State under this section. This guidance came into effect when Section 100 comes into force on 1 September 2014.
- The Bramcote College will aim to be inclusive for all students with medical conditions so that they have full access to education, including school trips and physical education.
- The Local Governing Body **must** ensure that arrangements are in place in schools to support students within the School with medical conditions.
- The Local Governing Body will ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. 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 Local Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Bramcote College.
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to [individual students](#) and [across the school population](#).
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Head Teacher is responsible for:

- 1.3.1. Ensuring that the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Bramcote College is carried out effectively.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.

- 1.3.4. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.5. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.6. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

1.4. SENCO and Senior TA:

- 1.4.1. Ensuring the development of Individual Healthcare Plans (IHCPs).
- 1.4.2. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Bramcote College.
- 1.4.3. Liaising with healthcare professionals regarding the training required for staff.
- 1.4.4. Making staff who need to know aware of a child's medical condition.
- 1.4.5. Contacting the school nursing service in the case of any child who has a medical condition

1.5. Staff members are responsible for:

- 1.5.1. Taking appropriate steps to support children with medical conditions.
- 1.5.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.5.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.5.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.5.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.5.6. Only trained staff will be responsible for administering injections.

1.6. School nurses are responsible for:

- 1.6.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.

- 1.6.2. Liaising locally with lead clinicians on appropriate support.
- 1.7. Parents and carers are responsible for:**
 - 1.7.1. Keeping the school informed about any changes to their child/children's health.
 - 1.7.2. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
 - 1.7.3. Providing the school with the medication their child requires and keeping it up to date.
 - 1.7.4. Collecting any leftover medicine at the end of the course or year.
 - 1.7.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
 - 1.7.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Executive Headteacher, other staff members and healthcare professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Bramcote Collge including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers who undertake responsibilities under this policy will receive the suitable relevant training from qualified providers.
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility

- 3.6. A record of training undertaken and a list of staff qualified to undertake responsibilities under this policy will be maintained by the personnel function.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. 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.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO), Senior TAs.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

- 6.4. 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.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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.
- 6.7. A maximum of one half-terms supply of the medication may be provided to the school at one time.
- 6.8. 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 Drug and Alcohol Policy.
- 6.9. Medications will be stored in a suitably secure area within the school.
- 6.10. Any medications left over at the end of the course will be returned to the child's parents.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Students will never be prevented from accessing their medication.
- 6.13. Bramcote College cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- 7.3. Students will be informed in general terms of what to do in an emergency such as telling a member of staff.
- 7.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Avoiding unacceptable practice

8.1. Bramcote College 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
- Sending the student to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- 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.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's responsibility.

9.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the SENDCo.

10. Complaints

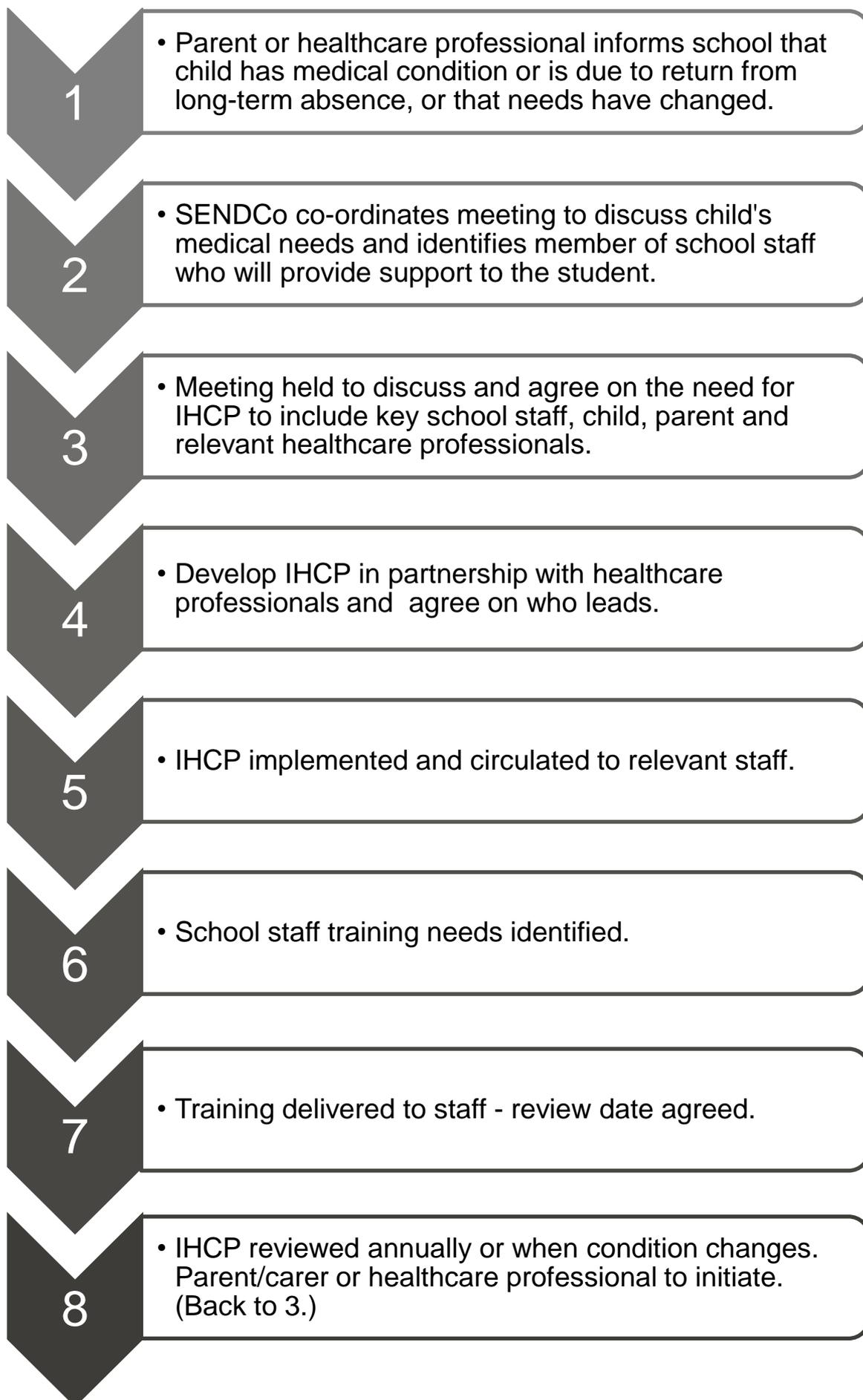
10.1. The details of how to make a complaint can be found in the Complaints Policy:

- 10.1.1. Stage 1 - Complaint Heard by Staff Member
- 10.1.2. Stage 2 - Complaint Heard by Head Teacher
- 10.1.3. Stage 3 – Complaint Heard by the Governors

11. General Data Protection Regulations (GDPR) & Data Protection Act (DPA 2018)

11.1.1 Data will be processed in line with the requirements and protections set out in the GDPR and the DPA 2018. Data will be held in accordance with the school's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the School Privacy Notice.

Appendix 1 - Individual healthcare plan implementation procedure





Photograph

Name

Medical Condition

Symptoms

Responses required



Parental agreement for Bramcote College to administer/Securely store medicine.

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

Name of child

--

Date of birth

--

Medical condition or illness

--

Medicine

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

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Telephone no.

--

Relationship to child

--

I understand that I must deliver the medicine personally to

Miss Harrison

I give consent to school staff administering medicine in accordance with the school policy. I will inform the school if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Record of medicine administered

Name of child

--

Date

Time given

Dose given

Staff initials

Date

Time given

Dose given

Staff initials

Date

Time given

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Dose given
Staff initials

Parental agreement for Bramcote College to administer/Securely store medicine.

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

Name of child	
Date of birth	
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	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to	Miss Harrison

I give consent to school staff administering medicine in accordance with the school policy. I will inform the school if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Record of medicine administered

Name of child

--

Date

Time given

Dose given

Staff initials

Date

Time given

Dose given

Staff initials

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Time given

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