



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Medical Conditions Policy
Policy Number	POL001
Date of Issue	June 2019
Author	Mrs G Cooper
Reviewed by	Mrs S Blair
Date of next review	January 2025

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
February 2022	Mrs S Blair	Updated staff details	January 2022
October 2022	Mrs S Blair	Updated job titles	October 2022
January 2023	Mrs S Blair	Removed staff names and replaced with job titles. Non prescriptive medication clarified how to administer.	January 2023
January 2024	Mrs S Blair	Added auto injector pen and refer to allergy policy	January 2024

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

2. Purpose of the policy

This policy is to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Mrs R McNeil

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

3. Policy Detail

Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. List of medical conditions in class files.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs, this will be updated annually
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully

involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

The educational healthcare service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

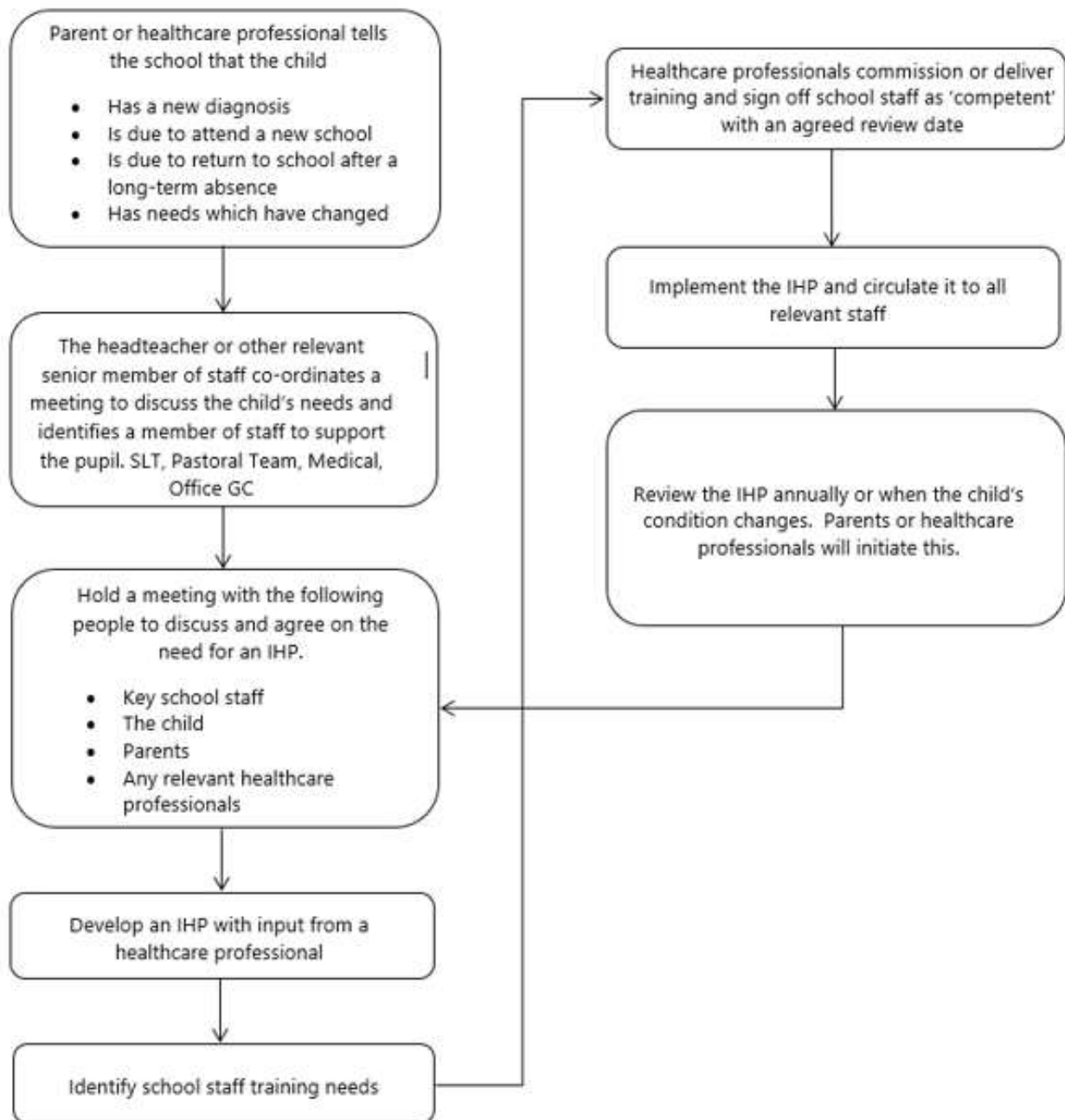
The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Inclusion Manager. List of children with IHP's are in class folders, Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Inclusion Manager, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's

medical condition from a healthcare professional, and cover arrangements for when they are unavailable

- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- Where we have parents' written consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parent signature and consent has been obtained and pain relief only administered after 12 noon. Parents will always be informed.

The school will only accept prescribed medicines that are:

- **In-date**
- **Labelled**
- **Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage**

Non prescribed medicines are to be checked:

- In date
- Suitable for children
- Have clear usage instructions
- The medication must be suitable for the condition ie cough medicine is for a cough not sore throat

The consent form is to be checked before the parent leaves the instructions are to be checked against the medicine instructions. The medical instructions are to take preference over parent requests if they differ.

The school will accept insulin that is inside an insulin pen or pump rather than its original container and it must be in date.

The school will purchase a spare Adrenaline auto injector for a child who has been issued an auto injector pen and has signed consent from the parent in their health plan. The spare auto injector will be stored in a safe box in the child's classroom and taken on any external visits. Staff will have had training how to administer the auto injector. The auto injector expiry date will be added to the school calendar. Please refer to Allergy Policy.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils in their class room and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Parents of a pupil who has been prescribed a controlled drug will be required to bring them to the school office where they will be counted, witnessed and recorded in the controlled drugs record book. All controlled drugs are kept in a secure locked cupboard in the medical room and only named staff have access.

A pupil who has been prescribed a controlled drug may administer their own medication under supervision with parental consent.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils must not carry their own medication, example tablets. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, this will be recorded and a phone call home but will follow the

procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

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

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Inclusion Manager.

Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

Staff are assured that when providing support to pupils with medical conditions, they are covered by the school's insurance.

The details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions are as follows:

The RPA will provide an indemnity (under Third Party Liability) if a Member becomes legally liable to pay for damages or compensation in respect of or arising out of personal injury in connection with the provision of medicines or medical procedures. Indemnity will also be provided to any member of staff (other than any doctor, surgeon or dentist while working in a professional capacity) who is providing support to pupils with medical conditions and has received sufficient and suitable training.

Cover provided by the RPA will be subject to adherence with the statutory guidance on supporting pupils at school with medical conditions, December 2015 link provided below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

12. Complaints

Parents with a complaint about how their child's medical condition is being dealt with at school should discuss this directly with the school in the first instance. If the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Allergy Policy
- Complaints
- Equality information and objectives
- Health and safety
- Safeguarding
- Special educational needs information report and policy

At Landau Forte Academy, we ask all parents to take medicine straight to the office and personally hand to the Office Manager/Administrator.

Under no circumstances must a child bring medicine in to school by themselves, nor must it be given to a teacher.

Parents must complete the consent form in the office before any medicine will be administered. Medicine will be administered in line with the medicine/GP instructions

Only the named staff will administer medicine. In the unlikely event the office staff are unavailable, a named first-aider will administer the medicine.

Procedure for Medicines

A member of staff will be assigned to administer medication for each individual child concerned.

They will also be responsible for ensuring that:

- The medication consent form has been completed correctly and signed.
- All necessary details are recorded and the staff member clearly understands the instructions for the medication. If the staff member is uncertain of any aspect they must consult the Headteacher immediately.
- The medication is correctly labelled and stored according to the product instructions, in the original container and with written instructions from the manufacturer stored with the medication.
- A second member of staff must act as a witness to ensure when medication is being administered to ensure that the correct dosage is given and to offer support and practical assistance if required.
- All medicines are kept in the medical room in a secure fridge.
- A record of any medication which has been given is kept in the medical room.

Do	Do not
✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so	✗ Give prescription medicines or undertake healthcare procedures without appropriate training
✓ Check the maximum dosage and when the previous dosage was taken before administering medicine	✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it	✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
✓ Inform parents if their child has received medicine or been unwell at school	✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
✓ Store medicine safely	✗ Lock away emergency medicine or devices such as

<p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>adrenaline pens or asthma inhalers</p> <p>✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents</p>
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Date	March 2019
Change Made	Version 4.0
Made By	Mrs S Blair