



**Calday Grange**  
Grammar School

# Supporting students with Medical conditions Policy

**Approved by Full Governing Body: 28<sup>th</sup> November 2019**

**To be reviewed: September 2020**

## **STATEMENT OF INTENT**

Calday Grange Grammar School 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 document 'Supporting pupils at school with medical conditions'

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

## **KEY ROLES AND RESPONSIBILITIES**

### **Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to Calday Grange Grammar School staff.
- 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.
- To work with Calday Grange Grammar School to provide suitable training to staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

### **The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Calday Grange Grammar School.
- 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that, where appropriate, all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance in place reflects the level of risk.

### **The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Calday Grange Grammar School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

### **The Director of Student Services/Senco is responsible for:**

- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a student's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Contacting the school nursing service in the case of any child who has a medical condition.

### **Staff members are responsible for:**

- Taking appropriate steps to support students with medical conditions – checking the Special Concerns Register in the support area on K Drive.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Key staff will administer medication.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

### **The School nurse is responsible for:**

- Notifying the school when a student has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a [parental request for school to administer medication](#) form (see appendix 3) before bringing medication into school.
- Informing the school of any medication their child is taking, even if not administered during the school day.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) (see appendix 2) for their child in collaboration with Director of Student Services/SENCO.

### **Definitions**

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at Calday Grange Grammar School, including teachers.

## **Training of staff**

- Teachers will be notified of any students who have medical conditions or who may need to take medication during the school day.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- The clinical lead for this training is Amy Thompson, School Nurse.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Director of Student Services will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## **The role of the student**

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Depending on the students condition, some students may be allowed to carry their own medicines and devices (insulin, inhalers, Epi-pens). Where this is not possible, their medicines will be located in the Administration office.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of administrative staff.

## **Individual Healthcare Plans (IHCPs)**

- **Where necessary**, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Director of Student Services/SENCO and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- 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.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, the school will work with the education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement requesting the school to administer medicine (see appendix).
- No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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.
- No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- 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.
- 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.
- Medications will be stored in the Administration office.
- Any medications left over at the end of the course will be returned to the student's parents.
- Written records will be kept of any medication administered to student.
- Students will never be prevented from accessing their medication.
- Calday Grange Grammar School cannot be held responsible for side effects that occur when medication is taken correctly.
- As part of their risk assessment prior to a school trip the lead teacher will explore the storage and administration of medicines.

### **Trips and Visits**

- The Educational Visits Co-ordinator is Mrs S Humphreys.
- Prescribed and non-prescribed medication forms must be completed for all residential visits.
- All medication must be clearly labelled and handed to teacher in charge of medication on the visit.
- Staff will record time and date that medication is administered and students asked to sign to agree.
- All prescribed medication to be handed back to parents on return.
- Copies of medication spreadsheet to be returned to EVC and retained.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff or the school nurse will remain with the student until their parents arrive. Staff will inform the emergency services of the known medication the student is taking.

### **Avoiding unacceptable practice**

Calday Grange Grammar School 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 students 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.

## **Mental Health**

The school aims to support students who suffer with poor mental health in whatever guise this manifests. In school this could include:

- Teachers showing compassion and understanding with students
- Support from the Director of Student Services
- Work with a Learning Mentor
- Behaviour support
- School Counsellor
- School Nurse support

Calday Grange Grammar School will work with the following outside agencies to support your child:

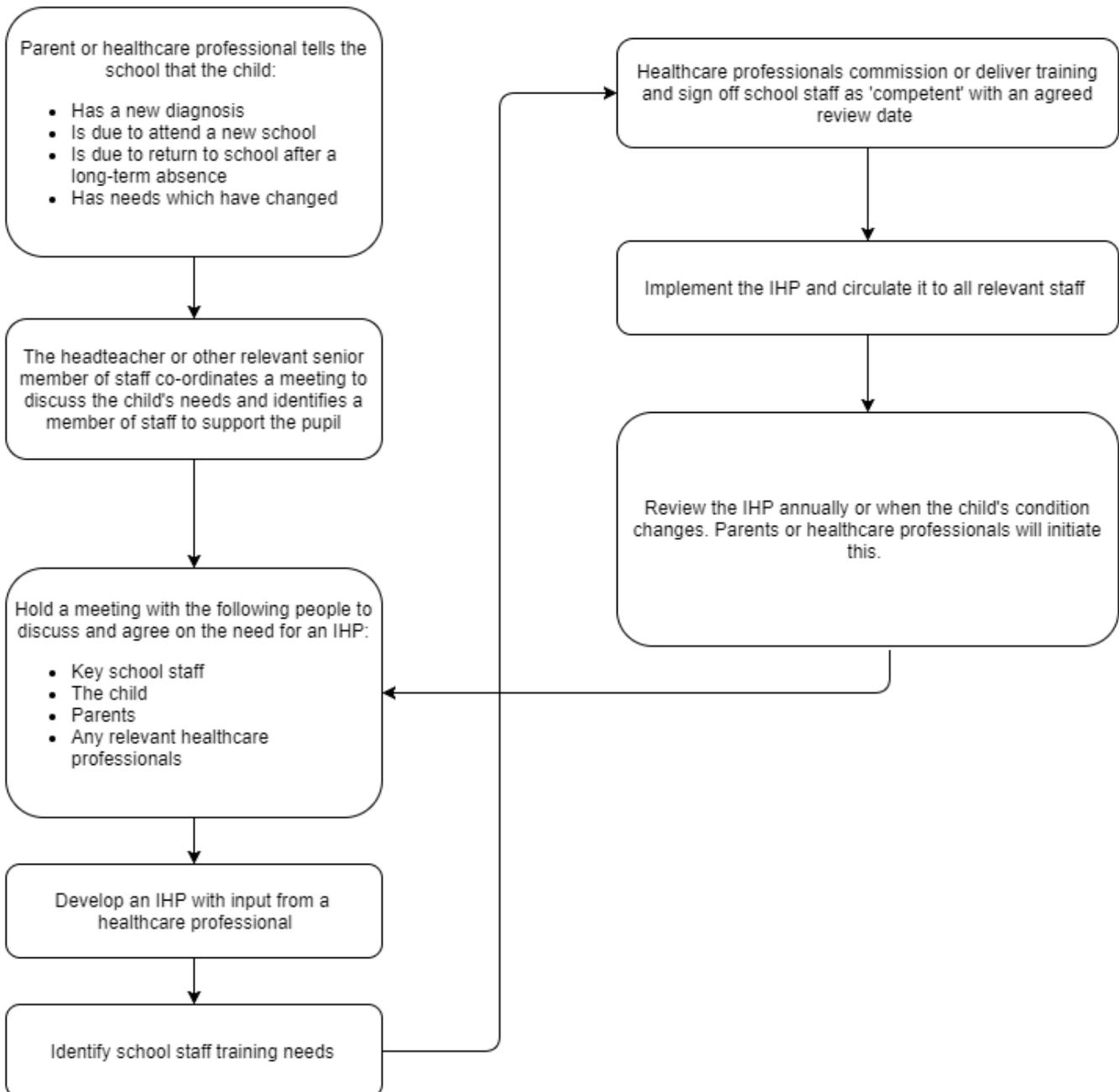
- GP Services
- CAMHS
- A range of healthcare professionals
- Educational Psychologist

## **Insurance**

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

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 Director of Finance & Operations.

## Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template



**Calday Grange Grammar School**  
 Individual Health Care Plan for Students in  
 secondary school



<b>NAME OF STUDENT</b>	
<b>DATE OF BIRTH</b>	
<b>CONDITION</b>	

<b>ICHP DRAWN UP ON</b>	
<b>DATE FOR REVIEW</b>	
<b>PERSON RESPONSIBLE FOR IHCP</b>	

<b>SUPPORT WORKERS (including MDS)</b>	<b>BACK UP SUPPORT WORKER</b>
<b>Name:</b>	<b>Name:</b>
<b>Designation:</b>	<b>Contact:</b>
<b>Hours:</b>	

<b>PROFESSIONAL CONTACTS</b>

<b>COPIES OF I.H.C.P ISSUED TO</b>

<b>IMPORTANT INFORMATION REGARDING THE CONDITION</b>
<b>DAILY MANAGEMENT ISSUES (Toileting, self-help skills, mobility around school)</b>



# Calday Grange Grammar School

## Individual Health Care Plan for Students in secondary school

<b>OFF SITE ACTIVITIES (to include residential and work experience settings)</b>	
<b>EMERGENCY PROCEDURES (copy of this section should be given to all relevant people e.g. MDS office staff etc)</b>	
<b>MEDICATION (who will administer and where it is kept, record keeping)</b>	
<b>EQUIPMENT USED IN SCHOOLS (who provided it, contact for repair, where it is kept, who is responsible for its upkeep. Its purpose and details of use)</b>	
<b>EDUCATIONAL IMPLICATIONS (Public examination dispensation)</b>	
<b>PE</b>	
<b>ANY OTHER ISSUES (regular meetings to review progress and modify plans)</b>	
<b>NEXT REVIEW</b>	

Parental Signature:

Date:

## Appendix 3 - Parental agreement for the school to administer medication

### Request to Administer Medication

Your son/daughter will not be given medicine at the school unless you complete and sign this form and hand it to the Medical Room Office, or another, together with the medication. If it is the first time this request is made then it is advisable to contact the school first. Without prior knowledge the school has the right to refuse. This form should be completed for all medication, whether prescription, herbal, or "over the counter".

DETAILS OF PUPIL:	
In case of regular medication it is the responsibility of the student to report to reception at the appropriate times.	
Surname	
Forename (s)	
Address	
Condition or Illness	

MEDICATION:	
All medication should be retained in the original container issued by the pharmacist with instruction attached.	
Name/Type of Medication (as prescribed on the container)	
For how long will your child take this medication	
Date dispensed	
Date of expiry	
Full Directions for use	
Dosage & method	
Procedure to take in any emergency	

CONTACT DETAILS:	
Name	
Daytime telephone number	
Relationship to pupil	
Address	

PARENTAL CONSENT:	
I confirm that the above details regarding my child's medication are correct and request that a designated member of school staff administer the medication as instructed. I note the date of expiry of the medication and I take full responsibility for the provision of replacement medication when necessary. I agree to collect any remaining medication at the end of the treatment period. I agree to notify the school, in writing, of any changes to the requirements for administration.	
Signature	

FOR SCHOOL USE ONLY:		
Received by (Name)		
Signature		
Date		
Members of Staff Informed	School Practitioner	
	Nominee	
	Headmaster	
	Admin Office	A Parsons/R James/T Atherton/A Grace/L O'Donnell

## Appendix 4 Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely