



Fullbrook
Inspired to Achieve

FULLBROOK POLICY

Supporting Students with Medical Conditions Policy February 2017

Governors' Committee Responsible: Standards, Progress and Safeguarding Committee

Governor Lead: Mr John Parrott

Nominated Lead Member of Staff: Mr Frank Hughes

Status & Review Cycle: Statutory Annual

Next Review Date: February 2018

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Statement of intent

Fullbrook 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 students at school with medical conditions".

Fullbrook is an inclusive community that aims to support and welcome students with medical conditions,

This school also aims to provide all students with medical conditions the same opportunities as others at school.

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

Signed by

Principal _____

Date: _____

Chair of Governors _____

Date: _____

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, suitable training 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 Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Fullbrook .
- 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 including school trips and visits or sporting activities.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions, including how their condition impacts on school life.
- 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. This will be monitored by the governor with responsibility for safeguarding.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Principal is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Fullbrook.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy, including staff covering lessons and supply staff. (Students are also responsible for drawing staff attention to their medical needs if necessary. See Section 4.)
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition including how this impacts on school life.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.4.3. Ensuring that they are aware of the needs and procedures for students with medical conditions attending trips and visits.
- 1.4.4. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.5. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.6. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.7. A named person will be responsible for administering injections. Currently we do not have a member of staff trained to administer injections. Such training will be offered as and when required. This section will be completed as and when required.**

1.5. School nurses are responsible for:

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.
- 1.5.3. Providing advice, for example on the type or level of training for a student's medical needs.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine or for self administration form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the staff member with responsibilities for physical difficulties, other staff members and healthcare professionals.

1.6.7. Where parents require support with completing the form Fullbrook will provide this through relevant staff e.g. the community liaison officer.

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 Fullbrook , 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 NQT and new staff induction.

3.1.1 In year joiners will receive training on this policy along with their Child Protection training.

3.1.2 All staff will receive annual awareness training on the relevant medical conditions and their responsibilities under this policy.

3.1.3 Training will involve an understanding of the most prevalent medical conditions, their implications and preventative measures.

3.2. Teachers and support staff will receive regular and ongoing training regarding specific students' conditions as required.

3.3. Teachers and support staff who undertake responsibilities under this policy will receive training externally based on need and advice from the School Nurse.

3.4. The clinical lead for any training will be identified as needed.

3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

3.5.1 A first aid certificate does not constitute appropriate training for supporting children with medical conditions. See Appendix 6.

3.6. No staff member may administer drugs by injection unless they have received training in this responsibility

3.7. The school will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

3.8. Training requirements and provision will be reviewed annually.

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. Also see 1.3.3.

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. Staff may not force a student to take medicines or carry out a procedure.

4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

4.5.1 If it is not appropriate for a child to self administer then relevant staff should help to administer medicines and manage procedures for the student except where 4.3 applies.

4.5.2 This will be referenced in the IHCP unless the self administration form has been completed by the parents. (Appendix 3.2).

4.6 At the start of each year all students will be asked about any known medical conditions via their tutor and this will be recorded on SIMS and the ANR.

5. Individual Healthcare Plans (IHCPs)

5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Inclusion Manager, medical professionals and any staff who are trained to support the student's medical needs.

5.2. IHCPs will be easily accessible whilst preserving confidentiality. A note will be placed on SIMS and the school's Additional Needs Register and this will be monitored by the governor with safeguarding responsibilities.

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 (EHCP) or special needs statement, the IHCP will be linked to it or become part of it.

- 5.5. Where the student has Special Educational Needs (SEN) but does not have a statement or EHCP, their SEN should be mentioned in their individual health care plan.
- 5.6. 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.
- 5.7. IHCPs will include details of training required and which staff will be involved in supporting the student's medical needs.

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 unless this would be detrimental to the student's health.
- 6.2. 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 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. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Appropriate records will be made via Appendices 3 and 4.
- 6.8. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.9. 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.
- 6.10. Medications will be stored in the reception area so that they are readily available to children and to staff arranging trips and visits.

- 6.11. Any medications left over at the end of the course will be returned to the child's parents for disposal.
- 6.12. Written records will be kept of any medication administered to children. See appendix 4.
- 6.13. Students will never be prevented from accessing their medication.
- 6.14. Fullbrook cannot be held responsible for side effects that occur when medication is taken.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's health and safety policy.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
 - Which staff are aware of emergency symptoms and procedures
- 7.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.
- 7.5. There is currently a defibrillator located in the reception area. The ambulance service has been advised of its location and a minimum of 5 staff are trained in its use. This training is regularly updated and details recorded via appendix 5– the staff training record.

8. Avoiding unacceptable practice

- 8.1. Fullbrook 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.

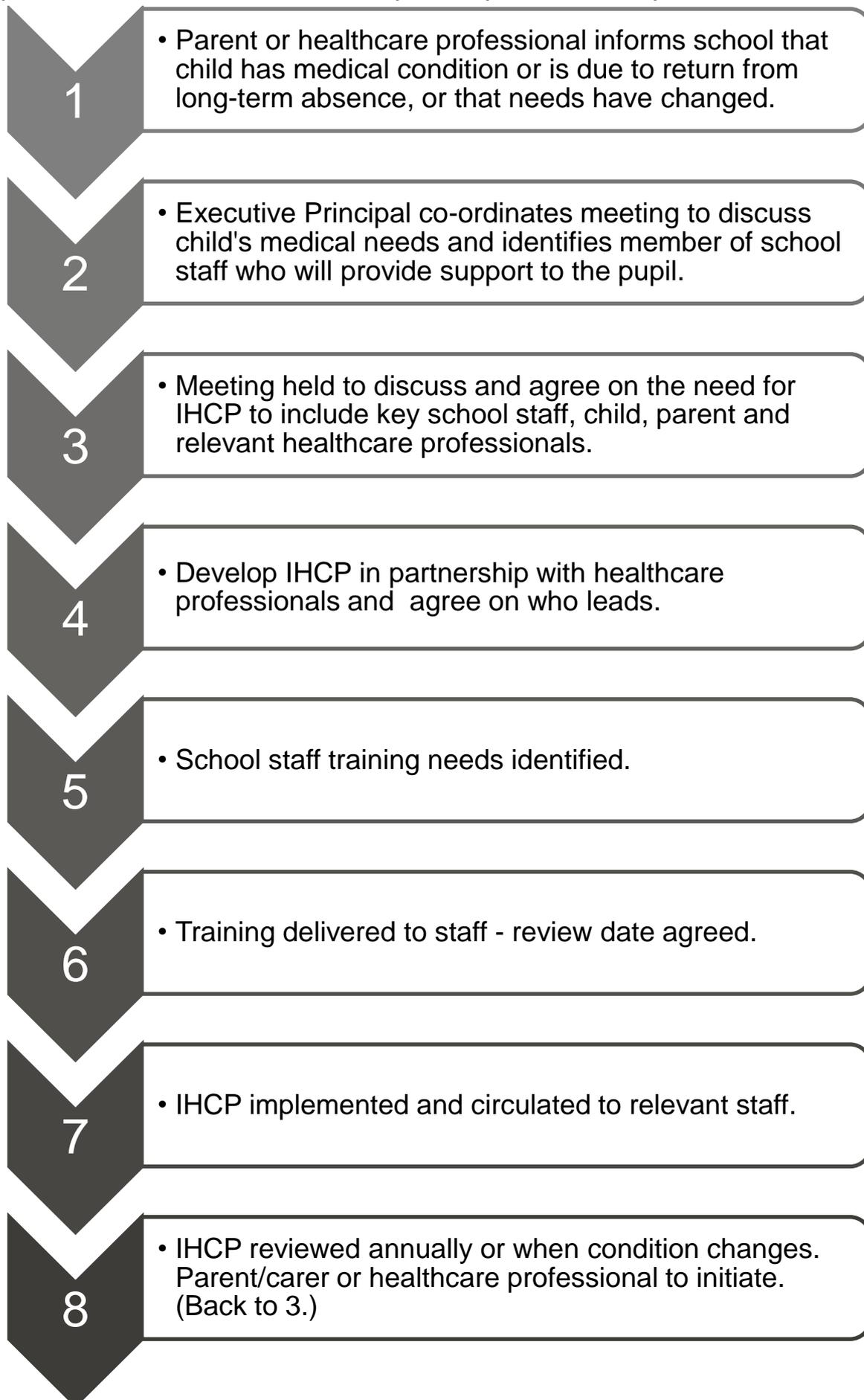
9. Insurance

- 9.1. Staff who undertake responsibilities within this policy are covered by the school's insurance.
- 9.2. The School's public liability insurance covers the legal liability to pay compensation including legal costs for negligence resulting in death or bodily injury (or damage to third party property) in the course of the school's activities.
- 9.3. 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 Business Manager.

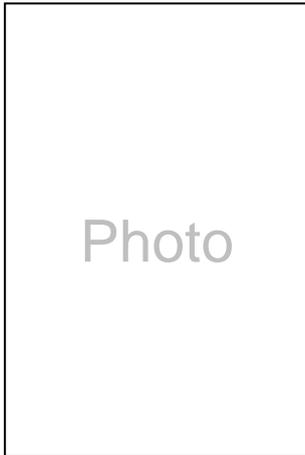
10. Complaints

- 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 Principal
 - 10.1.3. Stage 3 – Complaint heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 - Individual healthcare plan implementation procedure



Fullbrook School Individual Health Care Plan



Personal information

Names:	DOB:
Tutor group:	School House
Medical diagnosis or condition	
Students address	
Date	Review date
Does student have an Education, Health and Care Plan	Yes/No
Is the student on the SEN register	Yes/No
What support will the student need socially and emotionally	

Family/Carer Contact information

Name	
Relationship to student	
Phone no. (work)	
(home)	
(Mobile)	
Name	
Relationship to student	
Phone no. (work)	
(home)	
(Mobile)	

Medical contact information

GP Name	
Phone no.	
Hospital/ name of clinic	
Name of Dr.	
Other agencies (name)	
Name	
Phone number	

Medical Information

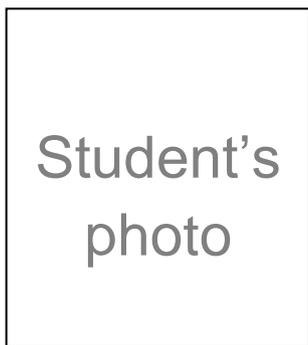
Who is responsible for providing logistical support in school? (This will usually be the staff member with responsibility for PD).	
Name of medical condition	
What are your individual symptoms?	
What may trigger symptoms?	
What treatment do you have?	
What are your daily care requirements?	
What equipment, facilities or devices may you need?	
Are there any environmental issues? E.g. downstairs classrooms needed.	
Name of medication need in school time	
Have you completed a medication administration form for school	
Will the student be carrying their own	

medication in school?	
Please describe what constitutes an emergency	
Who is responsible in a emergency?	
Staff training needed/undertaken- who, what, when	
Arrangements for visits or trips.	
Is a medical card provided?	Yes/No
Information to be included on the medical card	
Other information	

Document Details:

Start Date of Individual Health Care Plan	
Plan developed with	
Copies for	Parent/Guardian <input type="checkbox"/> HOL <input type="checkbox"/> Learning support <input type="checkbox"/> Front office <input type="checkbox"/> school nurse <input type="checkbox"/> Agencies involved <input type="checkbox"/>
Review plan in	

Appendix 3.1-To be printed on yellow coloured paper.



Fullbrook parental
agreement for school to
administer medicines



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

Students Name	
D.O.B	
Tutor group	
Parent/ Carers name	
Medical condition/ illness	
Home address	
Home phone number	
Work phone number	
GP Name	
Phone number	

Name of medicines	
Dose and method	
Frequency/times	
Special precautions/ other instructions	
Allergies	
Are there any side effects that the school needs to know about?	
Self administration yes <input type="checkbox"/> no <input type="checkbox"/>	
Procedures to take in an emergency	
Other prescribed medicines the student takes	

NB: medicines must be in the original container as dispensed by the pharmacy and in date.

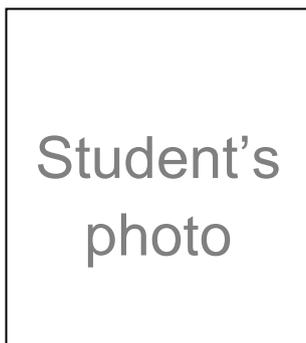
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped

Note where possible the need for medicines to be administered at school should be avoided.
Parents are therefore requested to try to arrange the timing of dozes accordingly.

Signature: Date:.....

Date for review..... Review to be initiated by.....

Appendix 3.2-To be printed on lilac coloured paper.



Fullbrook parental agreement for students to carry and administer their own medicines



This form must be completed before your son/daughter can carry their own medicine.

Students Name	
Tutor group	
Parent/ Carer name	
Medical condition/ illness	
Home address	
Home phone number	
Work phone number	
GP Name	
Phone number	

Name of medicines	
Dose and method	
Frequency/times	
Special precautions/ other instructions	
Are there and side effects that the school needs to know about?	
In emergencies my medication will be in	
Procedures to take in an emergency	

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

My child is aware that they must not share medication with other students.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for my son/daughter to carry/administer medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped

Signature: Date:.....

Appendix 5 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm thathas received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by.....

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

A copy of this form should be given to the member of staff responsible for CPD and a copy to the staff member with responsibility for first aid.

Appendix 6 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01932 349301**
- Your name.
- Your location as follows: **Fullbrook** . Selsdon Road, Addlestone KT15 3HW
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this information by the phone.

Appendix 7 - 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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,

Your Name