



SOHO PARISH PRIMARY POLICY

Medical Conditions (including managing medicines)

Last reviewed:	Sep 2021	Next review date:	Sep 2024
Committee responsible:	SAW	Written by:	Louise Ritchie

1. Introduction

Soho Parish is an inclusive school that welcomes and supports pupils with medical conditions.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

2. Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

3. Roles & Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

Where a child joins the school or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks. Responsibilities of each person are as follows:

3.1 The Governing Body

- Make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Ensure sufficient staff members receive suitable training and are competent before they take on responsibility to support children with medical conditions.
- Ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

3.2 The Head Teacher /SENCo

- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure all staff that need to know, are informed of a child's condition.
- Ensure sufficient numbers of staff are trained to implement the policy and deliver Individual Healthcare Plans (IHPs), including in emergency and contingency situations.
- Ensure all staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- Ensure all staff are aware how they are insured to support pupils with medical needs.

- Ensure that training is provided each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the school's appraisal process. The induction of new staff will include training for supporting pupils with medical needs.
- Responsible for the development of Individual Healthcare Plans (IHPs) by the school nursing team and should chair a meeting (usually referred to as a TAC – Team Around the Child) which may include key school staff, child, parent, relevant healthcare professionals and other medical/health clinician as appropriate.
- Should contact the school nursing team in the case of any child with a medical condition who has not been brought to the attention of the school.
- Ensure individual healthcare plans are monitored (at least annually).
- Ensure transitional arrangements between schools are carried out.
- Monitor that pupils with medical conditions are included in structured and unstructured activities, including extended school activities and that appropriate adjustments are made to physical activity sessions to make sure they are accessible to all pupils.
- Ensure that if a child's needs change, as informed by the parents/school nursing team, all relevant parties are informed.

3.3 School Staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help and in the event of an emergency.
- All staff members who are informed of a child's condition should read & follow that child's IHP.
- Inform the office and parents of any side effects of any medication taken.

3.4 Office Staff

- Ensure supply teachers are briefed on pupils with medical needs.
- Arrange cover in case of staff absence/turnover.
- Ensure that the following checks are made: medicine is in date, on at least a termly basis, and that all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- Administer and storage of medication (see s. 4 guidelines below).
- Keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom in the Medicine Record book kept in the medical cabinet. Any side effects of the medication to be administered at school should be noted.

3.5 Class teachers

- Ensure that risk assessments for visits and activities out of the normal timetable are carried out.
- Ensure that equipment/medication is taken off site when the child leaves the school premises.
- Ensure that pupils with medical conditions are included in structured and unstructured activities and that appropriate adjustments are made to physical activity sessions to make sure they are accessible to all pupils.
- Show awareness of 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. Use opportunities such as PSHCE and science lessons to raise awareness of medical conditions to help promote a positive environment.

3.6 School nursing team

- Is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- Responsible for supporting the school in writing an individual healthcare plan which details the support that the child needs who has a medical condition requiring medication or support in school. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.
- May support staff on implementing a child's IHP and provide advice and liaison.
- Should ensure that photographs are taken to display in the kitchen and staffroom of pupils with medical needs and allergies.

3.7 Other healthcare professionals

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing IHPs.
- Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes).

3.8 Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.
- Other pupils in the school should know what to do in emergencies in general terms, such as informing the teacher immediately if they think help is needed.

3.9 Parents

- Must provide the school with sufficient and up-to-date information about their child's medical needs, including updating the school of any change in their child's needs.
- Are the key partners and should be involved in the development and review of their child's IHP.
- Should carry out any action they have agreed to as part of the IHP implementation.
- Must give written permission for medicines to be administered, except in emergencies.

3.10 Local Authorities

- Should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within IHPs can be delivered effectively.

3 Individual Healthcare Plans (IHPs)

3.1 Who needs an IHP ?

- Not all pupils with medical conditions require an IHP. An IHP will generally be helpful in the majority of cases where pupils have medical conditions, especially where these are long-term and complex, where the condition fluctuates, or where there is a high risk that emergency intervention will be needed.
- The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. Where there is no consensus on whether an IHP is needed, the headteacher will make the final decision.

3.2 Content of an IHP

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues;
- specific support for the pupil's educational, social and emotional needs;
- the level of support needed including in emergencies;
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements;
- who in school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision);
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate;
- confidentiality;
- what to do if a child refuses to take medicine or carry out a necessary procedure;
- what to do in an emergency, who to contact and contingency arrangements;
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.

Appendix 1 contains a sample IHP template. Appendix 2 has a template invitation letter to parents.

4 Guidelines for administering and storage of medicine

4.1 General guidance

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Therefore, where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

4.2 Types of medicine

- Staff may not administer non-prescription medicine, except in exceptional circumstances.
- No child will be given any medication without their parents' written consent, except in exceptional circumstances.
- No child will be given medicine that contains aspirin unless it is prescribed by a doctor
- It is the parent's responsibility to ensure that any medicine supplied to the school is in date.
- Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.

4.3 Administration

- As stated in section 3.3, staff are not required to administer medicines, and those that do consent must have been properly trained before doing so.
- In all cases, written consent of the parent is required before administration.
- Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.

- After discussions with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plan notes.

4.4 Storage & disposal

- In this school medications are generally stored safely in the medical cabinet in the office or either the office/ staffroom fridge if required to be stored at a controlled temperature.
- Soho Parish will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

5 Inclusivity of the school environment

- Soho Parish is committed to providing as far as possible a physical environment accessible to pupils with a medical condition and providing an accessible environment for out of school activities.
- Soho Parish makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- 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 scheme of work, to help prevent and deal with any problems. They use opportunities such as PSHCE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- Soho Parish understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes after-school clubs and team sports.

6 Admission of a child with a medical condition

- The school does not have to accept an on-roll child identified as having a medical condition into school at times when it would be detrimental to the health of that child or others to do so.
- Initial admission for children with identified medical conditions will be subject to relevant statutory guidance and the school's published Admissions policy.

7 Complaints

- Should parents be dissatisfied with the support provided they should discuss their concerns directly with the school.
- If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

APPENDIX 1

Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

APPENDIX 2 – PROFORMA LETTER RE IHP



SOHO PARISH PRIMARY

Small school, big heart !

23 Great Windmill Street
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office@sohoparish.co.uk
www.sohoparish.co.uk

Date

Dear Year 1 parents,

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 pupils 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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 many cases, not all children will require one. We will need to make judgements about how your child's medical condition impacts on 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 involve [the following people]. 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 another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,