



Supporting Pupils with medical conditions and administration of medicine Policy

River Bank Primary School

July 2024

This policy is broken into two sections.

A. Supporting Pupils with medical conditions.

B. Supporting pupils with health needs who cannot attend school.

Part A. Supporting Pupils with medical conditions.

1. Purpose of the Procedure

- 1.1. The Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the school with medical conditions. Pupils with medical conditions cannot be denied admission or excluded from school on medical grounds alone unless accepting a child in school would be detrimental to the health of that child or others.
- 1.2. The aim of this document is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role and achieve their potential.

2. Scope of the Procedure

- 2.1. The procedure applies to all employees.
- 2.2. This procedure should be read in conjunction with the relevant statutory guidance; Supporting pupils at school with medical conditions, DfE, which provides greater detail regarding notification and Individual Health Care Plans and with the school's Intimate Care and Close Contact Policy.
- 2.3. All staff will be expected to have an awareness of those children with medical conditions and how to respond in an emergency, if staff are in doubt they should call 999 and ensure the pupil is not left unattended. This policy will form part of the school's induction arrangements.

3. Roles and Responsibilities

- 3.1. Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of pupils with medical conditions are met effectively.
- 3.2. The governing body will ensure that the school develops and implements a policy for supporting pupils with medical conditions. It will ensure that suitable accommodation for the care of pupils with medical conditions is available. It will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. It will ensure that the

appropriate level of insurance is in place to cover staff providing support to pupils with medical conditions.

- 3.3. The Headteacher will ensure that the school's policy is developed and effectively implemented with partners. They will ensure that all staff are aware of the policy and understand their role in its implementation. They will make sure that sufficient numbers of staff are available to implement the policy and deliver against all Individual Health Care Plans, including in emergency and contingency situations. The Headteacher has the overall responsibility for the development of Individual Health Care Plans. They will make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. A member of the office staff will contact the school nursing service in the case of any child who has a medical condition that may require support at school.
- 3.4. School staff may be asked to provide support to pupils with medical conditions, including the administering of medicines and intimate care, although they cannot be required to do so unless it is covered within their job description. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Training will be provided to these staff. A pupil taken by ambulance to hospital will be accompanied by a member of staff who will stay with the child until a parent or carer arrives.
- 3.5. Appropriately trained staff (those trained by a member of the medical profession) can use EpiPen's and defibrillators, administer injections, dispense prescribed oral medicines and apply splints and topical medicine and other medical support covered for example within a First Aid certificate or where appropriate training has been provided. All medication must be administered as prescribed by a medical professional. School staff may also be asked to provide other support, for example; assisting with feeding, including enteral feeds, or toileting, including changing colostomy bags and catheterisation.
- 3.6. School nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support at school. School nurses may support staff on implementing a child's Individual Health Care Plan and provide training, advice and liaison.
- 3.7. Other healthcare professionals, including GPs and paediatricians notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing Individual Health Care Plans.
- 3.8. Pupils will be fully involved in discussions about their medical support needs and, where appropriate, will contribute as much as possible to the development of their Individual Health Care Plan since they know best how their condition affects them. Other pupils in the school will be encouraged to be sensitive to the needs of those with medical conditions.
- 3.9. Parents/carers will provide the school with up-to-date information about their child's medical needs. They will be involved in the development and review of their child's

Individual Health Care Plan. They will carry out any action they have agreed to as part of its implementation and ensure they or another nominated adult are contactable at all times. Where possible parents/carers should be encouraged to request that medication is prescribed in dose frequencies which enable it to be taken outside of school hours. Where possible parents/carers should be encouraged to support their child in learning for example to self- catheterise, monitor own blood sugar levels, administer their own insulin. This is not an exhaustive list.

- 3.10. Local authorities should work with schools to support pupils with medical conditions to attend full time.
- 3.11. Health services can provide valuable support, information, advice and guidance to schools and their staff to support children with medical conditions at school.
- 3.12. Clinical commissioning groups (CCGs) should ensure that commissioning is responsive to children's needs and that health services are able to co-operate with schools supporting children with medical conditions.
- 3.13. Ofsted Inspectors consider the needs of pupils with chronic or long-term medical conditions and also those of disabled children and pupils with SEN. The school will demonstrate that the policy dealing with medical needs is implemented effectively.

4. **Staff training and support**

- 4.1. Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. Staff must not send a child who becomes ill to the school office or medical room unaccompanied or with another child.
- 4.2. Pupils competent in managing their own health needs will be allowed to carry their own medicines and devices if that does not pose a risk to other pupils. Younger pupils or those not deemed competent to manage their own health needs should know where their medicines and relevant devices are.
- 4.3. Healthcare professionals, including the school nurse can provide confirmation of the proficiency of staff in a medical procedure or in providing medication.
- 4.4. The school will make arrangements for whole school awareness training so that all staff, including new staff, are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. This training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Parents can also contribute by providing specific advice.
- 4.5. Our risk protection arrangement insurance cover provides liability insurance for appropriately trained staff (those trained by a member of the medical profession) to use EpiPen's, defibrillators, injections, dispensing prescribed medicines, application of appliances such as splints and oral and topical medicine. All such medication must be administered as prescribed by a medical professional. In other situations, staff are covered provided they have followed the Individual Health Care Plan in place and have had relevant training.

5. **Managing medicines on the school premises**

- 5.1. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- 5.2. No child under 16 will be given prescription medicines without their parents' written consent.
- 5.3. A child under 16 should never be given medicines containing aspirin unless prescribed by a doctor.
- 5.4. The school will only accept prescribed medicines that have been prescribed by an appropriate practitioner. The medication must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pump, rather than in its original container. A medical indemnity form for schools can be found in appendix 1.
- 5.5. All medicines will be stored safely in the medical room in a locked cupboard or locked fridge (inhalers in the child's classroom cupboard). Children should know where their medicines are at all times and be able to access them immediately. The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency.
- 5.6. Staff administering a controlled drug must do so in accordance with the prescriber's instructions and/or in accordance with the recommended dosage. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects should also be noted. A record of prescribed medicines form can be found in appendix 2.
- 5.7. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. Older pupils may carry devices and medicines with them whilst for younger pupils these will be stored appropriately and where the child, the class teacher, class TA and other appropriate staff know how to access them.
- 5.8. During school trips, older pupils may carry devices and medicines with them whilst for younger pupils these will be carried by the class teacher, class TA or other appropriate member of staff so that the child can readily access them when needed.
- 5.9. If a pupil refuses to take medication or carry out a necessary procedure they should not be forced by staff. The procedure agreed in the Individual Health Care Plan should be followed and the parent/carer informed.
- 5.10. Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Medication no longer required or out of date should not be allowed to accumulate.

6. **Unacceptable Practices**

- 6.1. Each child's case will be judged on its own merit and with reference to the child's Individual Health Care Plan; however, it is not generally acceptable practice to:
- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
 - Assume that every child with the same condition requires the same treatment.
 - Ignore medical evidence or opinion (although this may be challenged) or ignore the views of the child or their parents.
 - Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the Individual Health Care Plan.
 - Send an unwell child to the school office or medical room unaccompanied or with someone unsuitable.
 - Penalise children 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 make them feel obliged to attend school to administer medication or provide medical support to their child, 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 children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trip, e.g. by requiring parents to accompany the child.

7. **Emergency Procedures**

- 7.1. If an emergency arises with a pupil with a medical condition or in relation to administration of medication then the procedure given in appendix 3 should be followed.

PART B. Supporting pupils with health needs who cannot attend school.

1. Aims

This section aims to ensure that:


- Suitable education is arranged for pupils on roll who cannot attend school due to health needs;
- pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority.

River Bank Primary School aims to ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not in school and will work with the Local Authority (Luton Borough Council), healthcare partners and the parents to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

2. Legislation and guidance

- This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Education Act (1996)
 - Equality Act (2010)
 - Data Protection Act (2018)
 - DfE Ensuring a good education for children who cannot attend school because of health needs (2013)
 - DfE Supporting pupils at school with medical conditions (2015)
- 

3. The responsibilities of the school

3.1 If the school decides

Initially, River Bank Primary School will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

The class teacher of the pupil will be responsible for preparing work and sharing this with Parents/Carers. The year leader and SENCO, will be responsible for monitoring these arrangements and supporting the class teacher if required.

A meeting will be made with Parents/Carers to discuss arrangements for working from home or hospital. A plan will be drawn up detailing agreed actions from the discussion, the plan will be signed by school and Parents /Carers. The plan will then be carried out to deliver education to the child.

Arrangements could include sending work home, providing remote education via Google Classrooms, attending a hospital school or a teaching assistant may attend the home to deliver work/sessions.

The pupil will be slowly integrated back into school with either alternative arrangements to make it possible, such as alternative provision for break or lunch times or the pupil may come back into school on a reduced timetable until their health needs have been met. If a reduced timetable is agreed between school and parents, the relevant paperwork will be completed and submitted to the attendance team at Luton Borough Council.

3.2 If the Local Authority (LA) makes arrangements

If the school can't make suitable arrangements, Luton Borough Council will become responsible for arranging suitable education for these children.

The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual pupils in arranging provision.
- Have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.

- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

The LA should not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.
- Have policies based upon the percentage of time a child is able to attend school rather than whether the child is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

In cases where the LA makes arrangements, River Bank Primary School will:

- Work constructively with the LA, providers, relevant agencies and parents to ensure the best outcomes for the pupil.
- Share information with the LA and relevant health services as required.
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully.

When reintegration is anticipated, work with the LA to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible.
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school).
- Create individually tailored reintegration plans for each child returning to school.
- Consider whether any reasonable adjustments need to be made.

3.3 The Governing Body and Head Teacher are responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the regular review of the arrangements made for pupils who cannot attend school due to their medical needs.

- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

3.4 The Year Leader and SENCO is responsible for:

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.

3.5 Teachers and Support Staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's health needs.
- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
- Keeping parents informed of how their child's health needs are affecting them whilst in the school.

4. Absences

- Parents are advised to refer to our school attendance policy for guidance.
- Absences due to illness will be authorised as per the school's attendance policy.
- Following consultation with parents about the nature of the illness and the ongoing impact of the absence, the school will agree the level of education that may be provided. This may be through provision of schoolwork at home for children who are able to cope with it or through part-time attendance at school.
- The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the school attendance officer will notify Luton Borough Council attendance team.
- Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.
- For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.

5. Support for pupils

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil. The LA expects the school to support pupils with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.

- We will help family members and siblings with emotional and wellbeing support.
- River Bank Primary School will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy (Part A of this policy)
- Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.
- Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods: school newsletters, emails, invitations to school events, cards or letters from peers and staff.
- Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.

- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:
 - A personalised or part-time timetable, drafted in consultation with the named staff member;
 - access to additional support in school;
 - online access to the curriculum from home;
 - places to rest at school;
 - special exam arrangements to manage anxiety or fatigue.

6. Monitoring arrangements

This policy will be reviewed annually.

This policy will be shared with all teachers and support staff and will be available to access via the school website. Any changes in the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves

7. Definitions

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues
- Physical injuries
- Mental health problems, including anxiety issues
- Emotional difficulties or school refusal
- Progressive conditions
- Terminal illnesses
- Chronic illnesses

Children who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital school: A special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- Home tuition services that act as a communication channel between schools and pupils on occasions.
- Where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: These are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

8. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions (Part A of this policy)
- Attendance policy
- Child Protection and Safeguarding policy
- Special educational needs and disabilities (SEND) policy

Review

This policy will be reviewed by the full governing body biannually.

Signed: 

Adopted: July 2024

Review Date: July 2026



MEDICAL INDEMNITY FORM

CHILD'S NAME		CLASS
NAME OF MEDICINE	If more than one medicine is to be given a separate form should be completed for each.	
DOSAGE		
TIME TO BE GIVEN		
ANY OTHER INSTRUCTIONS [INCLUDE DETAILS OF INHALERS IF ANY]		
NAME & EMERGENCY CONTACT OF PARENT/CARER:		
<p>In consideration for the Headteacher or the School's staff agreeing to give medication to my/our above named child during school hours, I/we agreed to indemnify the Headteacher, the School's staff and the Local Education Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Headteacher, the School's staff or the Local Education Authority.</p> <p>Signature of Parent Date.....</p>		

Date					
Time Given					
Signed					

Date medicine returned to parent on completion of course



RECORD OF PRESCRIBED MEDICINES GIVEN TO A PUPIL

Pupil's Name	
Date of Birth	

	Date	Time	Medicine Given	Dose	Signature	Inhaler running total of doses
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

A copy of this information will be displayed in the school office

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
 - The school's telephone number: 01582 531860
 - Your name
 - Your location: River Bank Primary School, Bath Road, Luton, LU3 1ES
 - Provide the exact location of the patient within the school
 - Provide the name of the pupil and a brief description of their symptoms and medical condition and/or medication administered
 - Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
 - Ask office staff to contact the site team to open relevant gates for entry.
 - Contact the parents/carers to inform them of the situation.
 - A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the pupil in the ambulance.
- 