



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Version: MAY 2019

Status	Statutory
Responsible Management Committee (MC)	Wellbeing
Date last approved by MC	Under review
Responsible Person	Headteacher
To Review Date	JANUARY 2020
Last Amended Date	MAY 2019

Rationale

At Herefordshire Pupil Referral Service (HPRS) we ensure that pupils with medical conditions receive appropriate care and support at school. We are committed to meeting the needs of all pupils with Special Educational Needs and Disabilities and this includes children with medical conditions.

Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our service 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 service trips and sporting activities

Roles and Responsibilities

The named person with responsibility for implementing this policy is;

- James Bowdler – Key Stage 4 (St David's)
- Nick James-Williams – Key Stage 3 (The Aconbury)

The Management Committee is responsible for:

- Ensuring that this Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability, sexual orientation or health
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child'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 for further support as necessary.
- Ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff are responsible for:

- Taking into account the needs of pupils with medical conditions that they teach.
- Taking appropriate steps to support children with medical conditions.
- Making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- 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 pupil with a medical condition needs help.

Parents are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date. All medicine MUST clearly show the child's name, DOB, medicine name, dosage and expiry 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) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Please Note:

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

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.

Medicines which do not meet these criteria will not be administered.

Pupils are responsible for:

- Informing HPRS if they have brought medicines into school.
- Ensuring any medicine bought into school is clearly labelled with their name, DOB, medicine name, dosage and expiry date.
- Comply with their IHCPs.
- Taking their own medication under the supervision of a member of staff.

Equal Opportunities

SRE is about the emotional, social and cultural development of pupils, and involves learning about HPRS is clear about the need to actively support pupils with medical conditions to participate in service trips and visits, or in sporting activities, and not prevent them from doing so.

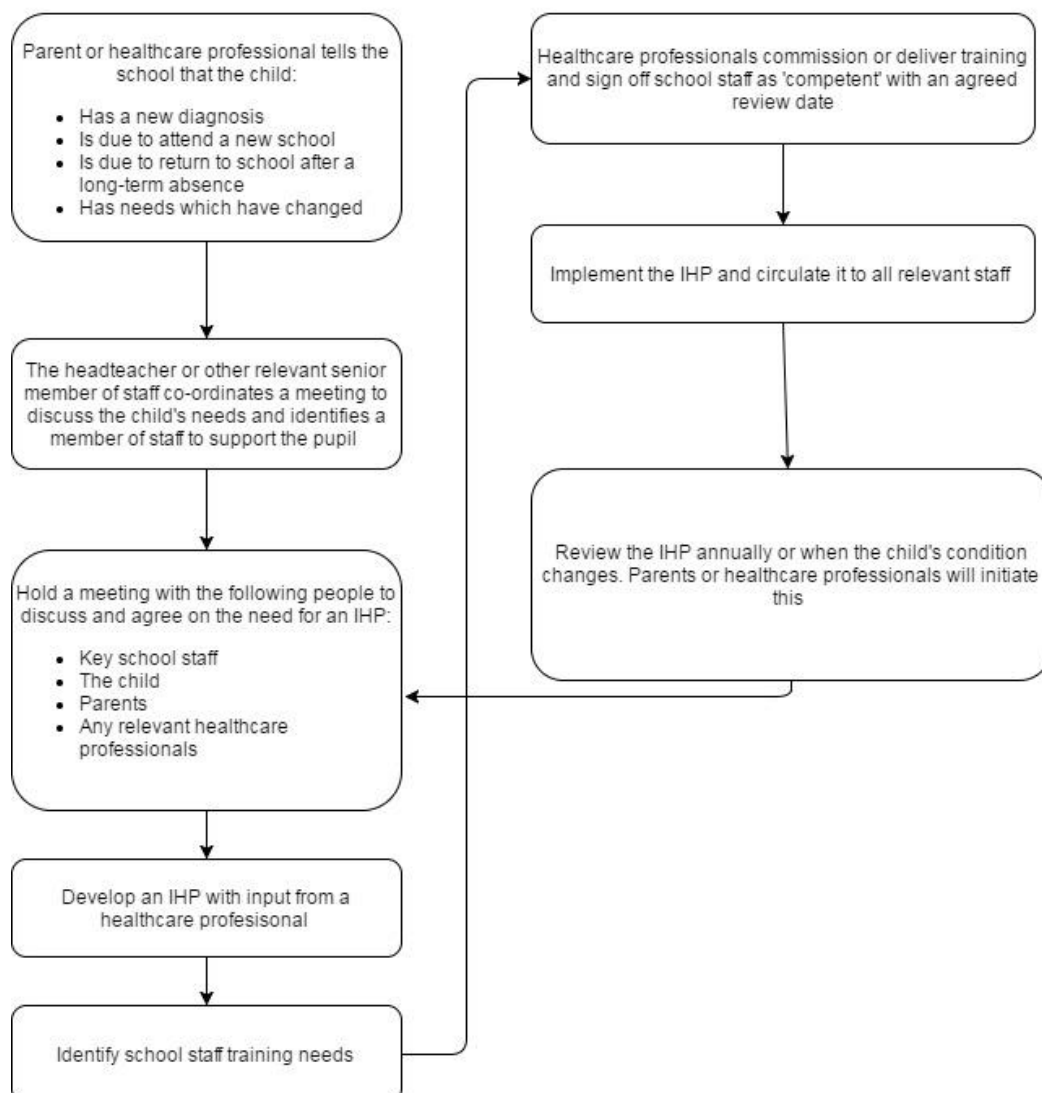
HPRS will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on service trips, visits and sporting activities.

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.

Notification of a Medical Condition

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

HPRS 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 service.



Managing Medications

Prescription medicines will only be administered at service:

- When it would be detrimental to the pupil's health or service attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

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. Parents will always be informed.

HPRS 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

HPRS will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

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 and not locked away.

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

Emergency Procedures

Staff will follow HPRS's normal emergency procedures (for example, calling 999). All pupils' IHCPs 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.

APPENDIX 1: IHCP TEMPLATE

PUPIL INFORMATION

PUPIL FULL NAME	
DOB	
ADDRESS	
MEDICAL CONDITION	
DATE OF PLAN	
REVIEW DATE	

FAMILY CONTACT INFORMATION

	CONTACT 1	CONTACT 2
FULL NAME		
MOBILE NUMBER		
HOME NUMBER		
WORK NUMBER		
RELATIONSHIP TO CHILD		

HOSPITAL / DOCTOR INFORMATION

	CLINICIAN	GP
NAME		
PHONE NUMBER		

WHO IS RESPONSIBLE FOR PROVIDING SUPPORT TO HPRS

NAME	
PHONE NUMBER	

MEDICAL NEEDS

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

SYMPTOMS / SIGNS

TRIGGERS

TREATMENTS

WHAT CONSITUTES AN EMERGENCY

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MEDICATION

NAME	
DOSAGE	
HOW ADMINISTERED	
WHEN TO TAKE	
SIDE EFFECTS	
ADMINISTERED BY SELF / NAME OTHER	

DAILY CARE REQUIREMENTS

SPECIFIC SUPPORT REQUIRED	
SPECIAL ARRANGEMENTS FOR TRIPS	
ANY OTHER RELEVANT INFORMATION	

PLAN WRITTEN BY	
PLAN WRITTEN WITH	
STAFF TRAINING REQUIRED	
STAFF TRAINED (NAME AND DATE)	

APPENDIX 2: PARENT/CARER MEDICAL AGREEMENT FORM

HPRS will not be able to give your child medicine unless you complete and sign this form.

PUPIL FULL NAME	
DOB	
MEDICAL CONDITION	
REVIEW DATE	

MEDICATION

NAME AS PRINTED ON THE PACKET	
EXPIRARY DATE	
DOSAGE & METHOD	
TIME	
SIDE EFFECTS?	
SELF ADMINISTERED Y/N	
PRODEDURES TO TAKE IN AN EMERGENCY?	

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

CONTACT DETAILS

	CONTACT 1	CONTACT 2
FULL NAME		
MOBILE NUMBER		
HOME NUMBER		
WORK NUMBER		
RELATIONSHIP TO CHILD		
I UNDERSTAND I MUST DELIVER THE MEDICINE IN PERSON TO		

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

SIGNED:

DATE: