



**Harriers Banbury Academy**  
an Aspirations Academy

# Supporting Pupils with Medical Conditions

**Persons with Responsibility:** Alex Pearson (Executive Principal)

**Documents consulted:**

This policy and procedure has been produced based on recommendations from Oxfordshire County Council.

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# ASPIRATIONS

## **Contents:**

1. Key roles and responsibilities
2. Definitions
3. Training of staff
4. The role of the child
5. Individual Healthcare Plans (IHCPs)
6. Medicines
7. Emergencies
8. Avoiding unacceptable practice
9. Insurance
10. Complaints
11. Appendices
  1. Individual healthcare plan implementation procedure
  2. Individual healthcare plan template
  3. Parental agreement for a school to administer medicine template
  4. Record of medicine administered to all children
  5. Contacting emergency services
  6. Model letter inviting parents to contribute to individual healthcare plan development

## 1. Key roles and responsibilities

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

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

### **The Trust Board is responsible for:**

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Harriers Banbury Academy.
- Ensuring that the Supporting Pupils 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 all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered.
- Ensuring the level of insurance in place reflects the level of risk.

### **The Principal is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Harriers Banbury Academy.
- Ensuring the policy is developed effectively with partner agencies.
- 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) (see Appendix 2).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 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 children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions in 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.

### **School nurses are responsible for:**

- Notifying the school when a child has been identified as 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 Agreement Form for a School to Administer Medicine](#) form (see Appendix 3) before bringing medication into school.
- 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 medication with their child 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 Principal, other staff members and healthcare professionals.

### **2. 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 Harriers Banbury Academy, including teachers.

### **3. Training of staff**

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers who undertake responsibilities under this policy will receive the following training externally:
  - Paediatric First Aid training
- The clinical lead for this training is the Business Manager.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The academy will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

### **4. The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be stored as per section 6 below.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

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

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

### **6. Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff administering medication, the parents/carers of the child must complete and sign a [Parental Agreement Form for a School to Administer Medicine](#) form (see Appendix 3).

- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a 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.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- 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 as follows:
  - Epi-pens and antihistamine (eg Piriton) will be stored in the school office. This is based on advice from the school nurse. They will be safe from children, as the office is locked when not manned, and clearly labelled so all know where to find them.
  - Inhalers are kept in classrooms, stored safely in cupboards, for access when needed.
  - All other medications will be stored in the staffroom first aid box or staffroom fridge (for those that need to be kept cold).
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children (see Appendix 4).
- Pupils will never be prevented from accessing their medication.
- The academy cannot be held responsible for side effects that occur when medication is taken correctly.

## 7. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency
  - What to do in an emergency
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8. Avoiding unacceptable practice

Harriers Banbury Academy understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance if the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer prescribed medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

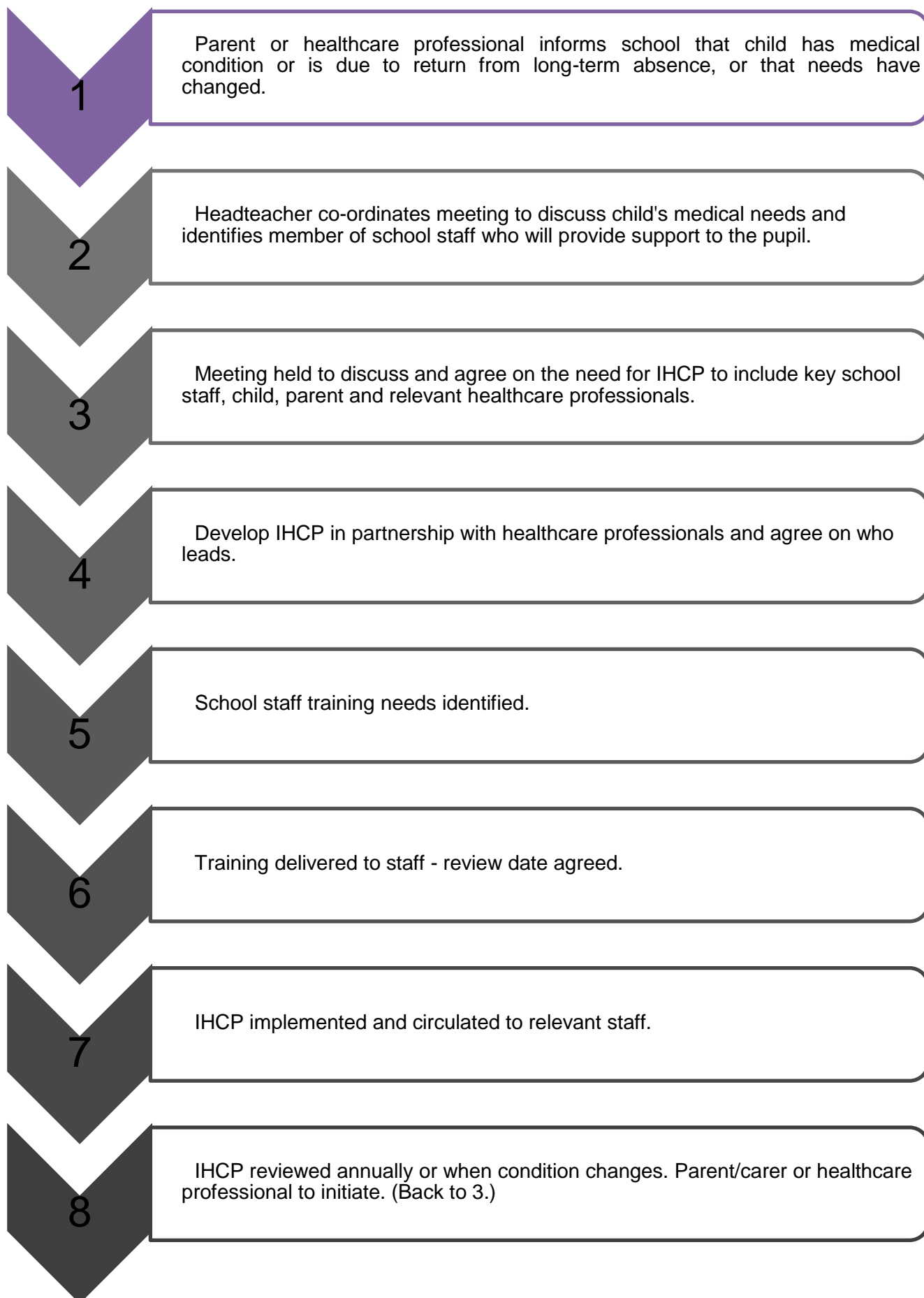
## 9. Insurance

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- The Academy's insurance is: Risk Protection Arrangement (RPA). Membership number is 139298.
- Insurance policy documents are available to be viewed by staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

## 10. Complaints

Details of how to make a complaint can be found in the TRUST Complaints Policy.

## Appendix 1 - Individual healthcare plan implementation procedure



**Appendix 2 - Harriers Banbury Academy Individual Health Care Plan**

*Child's photo*

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name

Phone no.

(work)

(home)

(mobile)

Relationship to child

Name

Phone no.

(work)

(home)

(mobile)


**Clinic/Hospital Contact**

Name

Phone no

**GP**

Name

Phone no


Who is responsible for providing support in school

--

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.

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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

Signed: \_\_\_\_\_  
Mr Alex Pearson, Executive Principal

Date: \_\_\_\_\_





**Parental Agreement Form for a School to Administer Medicine**

I authorise members of staff at Harriers Banbury Academy to administer medicine in line with school policy.

Name of Child	
Date of birth	
Class	
Medical Condition or illness	

**Medicine**

Name/type of medicine	
Dosage and method	
Timing (including last date)	
Other instructions	
Any side effects school needs to know about?	
Procedures in an emergency	

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

**Contact details**

Name	
Daytime telephone no	
Relationship to Child	
I have delivered the medicine to:	<i>[agreed member of staff]</i>
	<b>Office / Breakfast Club / Mrs Byrne / Ms Etheridge</b>

**Declaration:** 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.

**Signature(s):**

**Date:**



### Appendix 4: Record of Medication Administered in School

Date	Student's Name	Time	Name of Medication	Dose given	Any reactions	Signature of Staff	Print Name

## Appendix 5 - 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 – **01295 263067**
- Your name.
- Your location as follows: **Harriers Banbury Academy, Harriers View, Banbury OX16 9JW**
- The satnav postcode (if different from the postal code.) **OX16 9JW**
- 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 form by the phone.

## **Appendix 6: Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition.

To ensure we can support a pupil with particular medical conditions, we prepare an individual healthcare plan, setting out what support each pupil needs and how this will be provided. The process is as shown in the chart overleaf.

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 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 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 \_\_\_\_\_. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. 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. We would be happy for you to contact us by email or to speak by phone if this would be helpful.

Yours sincerely,

Mr Alex Pearson  
Executive Principal