



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY & PROCEDURES

Version: October 2019

Responsible Management Committee (MC)	Wellbeing
Date last approved by MC	December 2019
Responsible Person	Head of Centre
To Review Date	October 2021
Last Amended Date	October 2019

Rationale

At Herefordshire Pupil Referral Service (HPRS) we ensure that pupils with medical conditions receive appropriate care and support at school. Most pupils will at some time have a medical condition that may affect their participation in school activities. To minimise disruption to their learning we are committed to support pupils with the administering of medication, be it for a short term illness or for a long term condition. We are committed to meeting the needs of all pupils with Special Educational Needs and Disabilities and this includes children with medical conditions. This document will outline the procedures in place when administering medication. This procedure is written in accordance with the most recent statutory guidance: *'Supporting pupils at school with medical conditions 2014'*

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.

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.

The named person with responsibility for implementing this policy is;

- James Bowdler – St David's
- Nick James-Williams – The Aconbury.

Roles and responsibilities

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 can participate fully in all aspects of school life.

The head of centre is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Procedures;
- 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:

- Considering 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 Head of Centre, other staff members and healthcare professionals.

Pupils are responsible for:

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

Equal opportunities

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.

Managing medicines

Prescription medicines will only be administered at HPRS:

- 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.

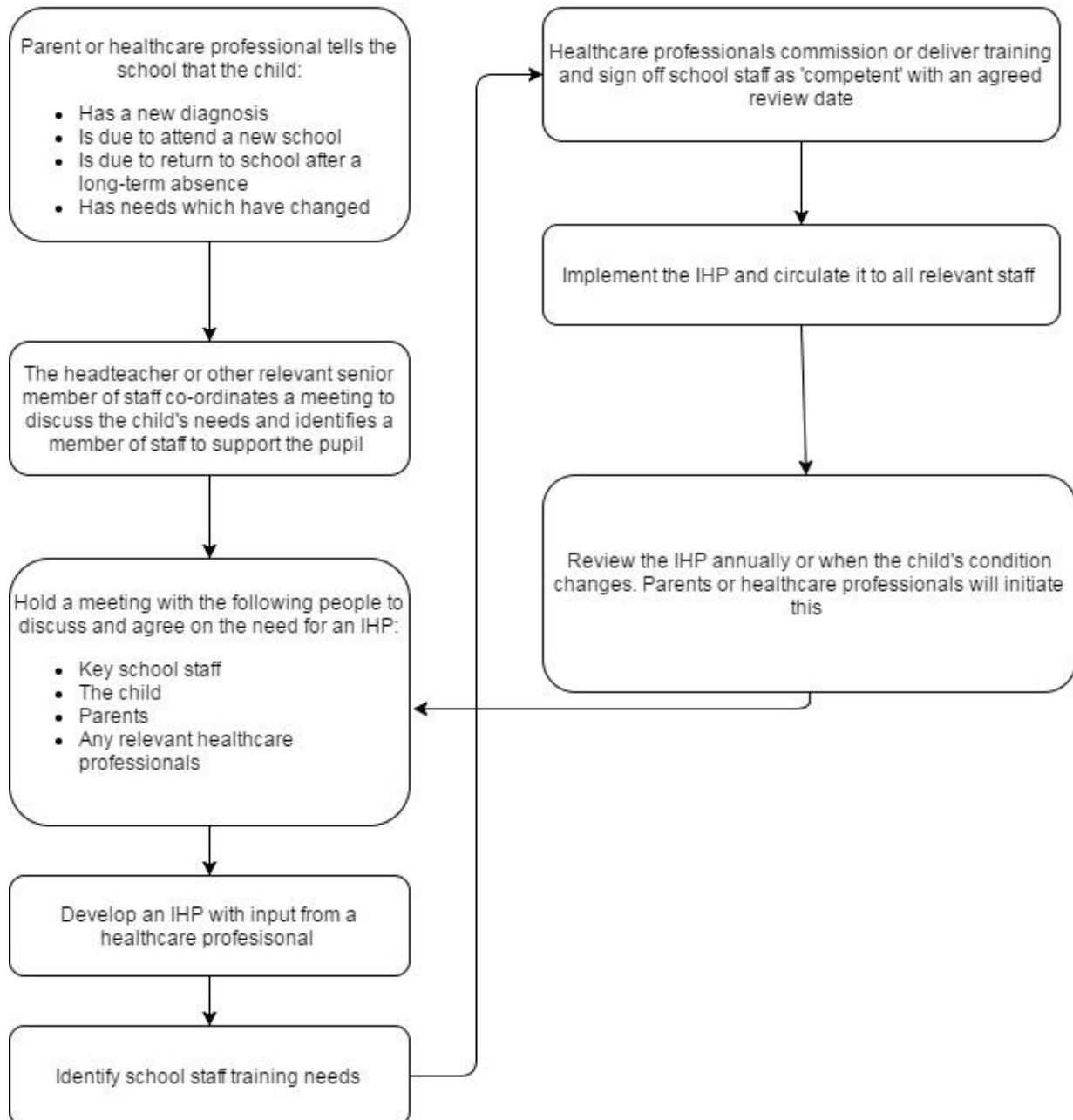
Medicines will be returned to parents to arrange for safe disposal when no longer required.

ADMINISTERING MEDICATION PROCEDURES

Being notified that a child has 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 IHP.

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.



Individual Health Care Plans

All pupils on admission to HPRS are given a Medical Condition Declaration Form. If a pupil has a medical condition identified this will trigger the completion of an Individual Health Care Plan (IHCP) compiled in conjunction with parents/carers. These are kept in a secure green file that staff at the appropriate centre can access if required to obtain medical information; including details of any medication that is needed.

Parent/Carer Medical Agreement Form

All pupils who require any medication whilst at school will have a Parent/Carer Medical Agreement Form that is completed and signed by their parent/carers. These forms will be kept with pupils IHCP in the secure green file at the pupil's respective centre. These will also be required for short term prescribed medications, such as antibiotics.

Storage of Medicines at HPRS

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 in accordance with their instructions

- **At St David's Centre they are stored in the safe. There is no facility to refrigerate medication on site.**
- **At The Aconbury Centre they are stored in a locked cabinet. There is no facility to refrigerate medication on site.**

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be labelled with the pupil's name and will always be readily available to pupils and not locked away but kept in the First Aid cupboard.

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

Procedure for Administering Medicine

- **Parents MUST inform HPRS of any medication your child is taking even if it is only taken at home. This is important as we may be in the position of taking a child to hospital as an emergency and be asked about their medication.**
- Medicine will only be given by school staff when provided in its original packaging with pharmacy sticker visible
- Each time medication is given to a pupil it is checked by the member of staff giving it.
It is checked that the medication:
 - is in date
 - is the correct doseIt is recorded each time medication is given and countersigned by a second member of staff.
- The school reserves the right to refuse responsibility for the administration of medicine in some instances
- Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. **HPRS cannot refrigerate medicines.**
- Products containing paracetamol can only be administered by school after telephoning parents/carers to ensure no other product containing paracetamol has been given or may have been given in the home environment to prevent overdose.
- Any changes to medication must be reported to school.

Procedure for Medicine Off-site

If a pupil is taken offsite the member/s of staff that they are with should sign out all medication that they will require for the full period of absence from the centre using the hardback book.

The same procedures should be followed as when in the centre. It is essential that any staff taking care of pupils when offsite have read and understood pupils IHCPs and have a copy of the Parent/Carer Medical Agreement Form with them before taking the pupil offsite. They should have a log book to record when medication is taken. Details should then be recorded in the hardback book upon their return.

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 there are exceptional circumstances. All staff will read these documents.

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

--

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:
---------	-------

APPENDIX 3: RECORD OF MEDICINE ADMINISTERED FORM

PUPIL FULL NAME	
DATE MEDICINE PROVIDED BY PARENT	
QTY RECEIVED	
NAME AS PRINTED ON THE PACKET	
EXPIRARY DATE	
DOSAGE & METHOD	
TIME	

DATE			
TIME GIVEN			
DOSAGE GIVEN			
STAFF NAME			

DATE			
TIME GIVEN			
DOSAGE GIVEN			
STAFF NAME			

DATE			
TIME GIVEN			
DOSAGE GIVEN			
STAFF NAME			

APPENDIX 4: MODEL LETTER INVITING TO IHP MEETING

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Dear Parent,

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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with HPRS, parents/carers, 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 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.