



Medical Needs Policy

Reviewed May 2020

POLICY TITLE:	Supporting Students with Medical Needs
STATUS:	Statutory
REVIEWED BY:	Mrs Lynch and SENCO
DATE of NEXT REVIEW:	May 2021

1. INFORMATION ABOUT THE POLICY

- 1.1 Loreto College recognises that students with medical conditions should be properly supported so that they have full access to the curriculum including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equalities Act 2010.
- 1.2 Loreto College wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in September 2014 – "Supporting students at school with medical conditions".

2. KEY ROLES AND RESPONSIBILITIES

- 2.1 The Local Authority (LA) is responsible for:
 - promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions;
 - providing support, advice and guidance to schools and their staff, and
 - making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- 2.2 The Governing Body is responsible for:
 - the overall implementation of the Supporting Students with Medical Conditions Policy and procedures at Loreto College;
 - ensuring that the Supporting Students 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, and
 - ensuring the level of insurance in place reflects the level of risk.
- 2.3 The Headteacher is responsible for:

- the management of the Supporting Students with Medical Conditions Policy and procedures;
- making staff aware of this policy;
- ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions;
- ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy;
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver the Individual Health Care Plan (IHCP) 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 students in line with this policy.
- ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions, and
- ensuring that written records are kept on file of any and all medicines administered to individual students and across the school population.

2.4 The Matron is responsible for:

- the day-to-day implementation of the Supporting Students with Medical Conditions Policy and procedures;
- taking appropriate steps to support children with medical conditions;
- liaising with healthcare professionals regarding the training required for staff;
- making staff who need to know aware of a child's medical condition;
- developing IHCP;
- administering medication, and
- contacting the school nursing service in the case of any child who has a medical condition.

2.5 Staff members are responsible for:

- taking appropriate steps to support children with medical conditions;
- where necessary, making reasonable adjustments to include students with medical conditions into lessons;
- administering medication, if they have agreed to undertake that responsibility;
- undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility, and
- familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

2.6 School nurses are responsible for:

- notifying the school when a child has been identified with requiring support in school due to a medical condition, and
- liaising locally with lead clinicians on appropriate support.

2.7 Parents and carers are responsible for:

- keeping the school informed about changes to emergency contact details;
- 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;
- 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, and
- where necessary, developing an IHCP for their child in collaboration with the Matron, other staff members and healthcare professionals.

3. 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 Loreto College, including teachers.

4. TRAINING OF STAFF

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive specific training relating to this role.
- 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 School Nurse will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

5. THE ROLE OF THE CHILD

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

6. INDIVIDUAL HEALTHCARE PLANS

- Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCP will be easily accessible whilst preserving confidentiality.
- IHCP will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan, 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, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

7. MEDICINES

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's 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 in the Medical Room.
- 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.
- Students will never be prevented from accessing their medication.
- Loreto College cannot be held responsible for side effects that occur when medication is taken correctly.

8. EMERGENCIES

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

9. AVOIDING UNACCEPTABLE PRACTICE

Loreto College understands that the following behaviour is unacceptable:

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

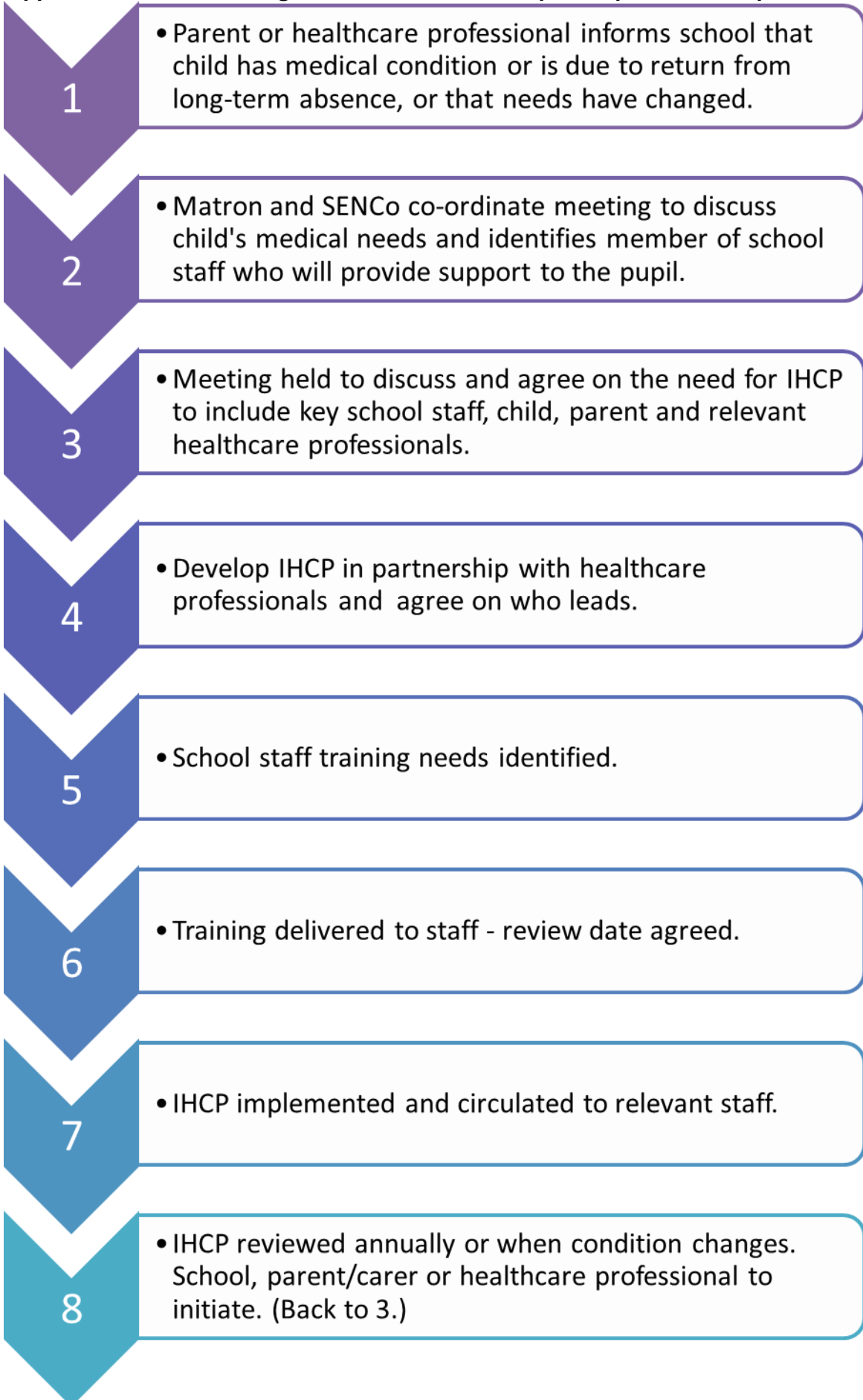
10. INSURANCE

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Head Teacher's Personal Assistant.

11. COMPLAINTS

The details of how to make a complaint can be found in the school's Complaints Policy.

Appendix 1 – Loreto College: Individual healthcare plan implementation procedure



Appendix 2 – Loreto College: Individual Healthcare Plan Template



Loreto College
Individual Health Care Plan

Student Photograph

Child's name	
Tutor group	
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 student'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 3 - Parental agreement for school to administer medicine template
Loreto College Medicine Administering Form**



The school will not give your child medicine unless you complete and sign this form. For more information, please see our policy on supporting students with medical conditions.

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take 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	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Loreto College staff administering medicine in accordance with the school's 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: _____ Date _____

Appendix 4 - Record of medicine administered to an individual child template



**Loreto College
Record of Medicine Administered Form**

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			

Name of member of staff

Staff initials

Date

Time given

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Staff initials

1.1