

Bullers Wood School

Supporting Students with Medical Conditions and Managing Medicines Policy



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Contents

1. Aims.....	2
2. Legislation and statutory responsibilities	3
3. Roles and responsibilities	3
4. Equal opportunities	5
5. Being notified that a child has a medical condition	5
6. Individual healthcare plans.....	5
7. Managing medicines	7
8. Emergency procedures	9
9. Training.....	10
10. Record keeping.....	10
11. Liability and indemnity	10
12. Complaints.....	10
13. Monitoring arrangements	11
14. Links to other policies.....	11
Appendix 1: Being notified a child has a medical condition.....	12

1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities. The governing board will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of students' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
 - Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is the Deputy Head Teacher with responsibility for line management of Mental Health and First Aid Lead

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting students with medical conditions at school 2015](#)

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions.

- The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- 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.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that written records are kept of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk

3.2 The Deputy Headteacher with responsibility for Safeguarding

The Deputy Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Contact the Mental Health and First Aid Lead in the case of any student who has a medical condition that may require support at school,
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 The Headteacher will

Make sure that school staff are appropriately insured and aware that they are insured to support students in this way

3.4 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. **Any member of staff may be asked to provide support to students with medical conditions.**

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

All teachers should:

- Take into account the needs of students with medical conditions that they teach.
- Know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- Take appropriate steps to support children with medical conditions; where necessary, make reasonable adjustments to include students with medical conditions into lessons.
- Administer medication, if they have agreed to undertake that responsibility.
- Undertake training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Complete a parental agreement for school to administer medicine form before bringing medication into school.
- Medicines, both prescription and non-prescription, must only be administered to a child where written or oral permission (in an emergency) for that particular medicine has been obtained from the child's parent/carer. Parents will sign on the parental agreement that they understand this clause.
- Provide the school with the medication their child requires and keep it up to date.
- Collect any leftover medicine at the end of the course (as appropriate).

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. In particular this relates to students with **Type 1 Diabetes or severe allergies**. Where possible, students will be allowed to carry their own medicines and devices if they have these medical conditions. 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 member of staff.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's **IHP**.

Healthcare professionals, such as GPs and paediatricians, will liaise with the LA assigned **school's nurse** and notify them of any students identified as having a medical condition. They may also provide advice on developing **IHPs**.

4. Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an **IHP**.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of **IHPs** for students with medical conditions. This has been delegated to the Mental Health and First Aid Lead and Deputy Headteacher who will also liaise with the SENDCO as necessary

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, the headteacher and the SENDCO will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements
- 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
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner the IHCP will be linked to it or become part of it.

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school 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 student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school 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

The school 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. Students 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 students and not locked away.

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

Training of Staff

Teachers and support staff who undertake responsibilities under this policy will receive the following training:

- ☐ **First Aid training updated every 3 years**

First Aid at Work training is provided to all staff who are First Aid Qualified

- ☐ **Epipen training – this is offered to all staff annually**
- ☐ **Diabetic training is provided through the First Aid at Work training?**

No staff member may administer drugs by injection unless they have received training in this responsibility

The Mental Health and First Aid Lead will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

It is emphasised that Bullers Wood School for Girls has only qualified first aiders and NOT trained medical staff.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their medication

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Nut Aware School

The school asks parents and carers on transition to school to identify if their child has allergies – which may include to nuts. In light of this information the school takes measures and advises parents, carers, students and staff to support us in being Nut Aware by asking that nuts or nut based products are not brought into school by students and staff and that there is no consumption of nuts or nut-based products in school (e.g. almonds, walnuts, pecans, cashews, pistachios, peanuts, peanut butter etc.)

Although we strive to be a nut-free school, it is impossible to provide an absolute guarantee that no nuts will be brought onto the premises

Supporting Students with Asthma

Parents/carers are required to ensure that the school is aware of their child's needs through the completion of an IHCP and School Asthma Card updated annually

- The school should be supplied with one named inhaler and spacers in the original packaging detailing the prescription to be stored in Student Reception. We recognise that some students will take responsibility for their own inhalers; where students carry their own inhalers it is essential parents provide the school with a spare.
- In the event a student's inhaler and spare inhaler are unavailable/not working we will use the school's emergency inhaler (subject to parent/carer permission on the 'Use of Emergency Salbutamol Inhaler Consent Form') and inform the parent/carer as soon as possible.
- We seek to ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to students with asthma. PE teachers will be sensitive to students who are struggling with PE. **All PE staff have received first aid training which includes training in recognising and supporting a**

student experiencing an asthma attack. Students are encouraged to have their inhalers with them during PE and take them when needed, before, during or after the PE lesson

- All PE staff take a First Aid kit out with them on all fixtures (alongside First Aid Kit stored on Minibus). There are First Aid Kits in the main PE areas - PE office, the gym and the Sports Hall.
- Where a student is prescribed with an asthma inhaler the school should be supplied with a spare inhaler along with a spacer which will be stored in the Medical room.
- Where a student is diagnosed with asthma, a school asthma card is completed in conjunction with the parents and carers,

7.3 Avoiding Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion
- Send students home frequently or preventing them from taking part in activities at school
- Send the student to an unsupervised area alone if they become unwell.
- Penalise students with medical conditions for their attendance record where the absences relate to their condition.
- Make parents feel obliged or force parents to attend school to administer medication or provide medical support, including toilet issues.
- Create barriers to children participating in school life, including school trips.
- Refuse to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

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 parent/carer will be contacted and asked to arrange for themselves or another adult to come to the school or to meet at the hospital as required. A member of staff will remain with the child until their parents/carers arrive. Permission to be sent home should be authorised by a member of the Pastoral team.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/Mental Health and First Aid Lead. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents will be informed if their student has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

Insurance

Teachers who undertake responsibilities within this policy are covered by the school's insurance. The Department for Education's Risk Protection Agreement covers staff providing support to students with medical conditions.

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 Chief Operating Officer.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Principal First Aider in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix 1: Being notified a child has a medical condition

