



**Nettlebed Community School**  
High Street, Nettlebed, Oxon, RG9 5DA  
Tel: 01491 641328  
Email: [office.2504@nettlebed.oxon.sch.uk](mailto:office.2504@nettlebed.oxon.sch.uk)  
Headteacher: Mrs Bethany Greenwood

### Policy for supporting pupils at school with medical conditions

<b>STATUS:</b>	
<b>RECOMMENDED</b>	<b>STATUTORY</b> ✓
<b>REVIEW FREQUENCY</b>	<b>Two Years</b>
<b>DATE OF POLICY</b>	<b>March 2020</b>
<b>DATE OF LAST REVIEW</b>	<b>March 2019</b>
<b>REVIEW DUE</b>	<b>March 2022</b>
<b>COMMITTEE</b>	<b>Resources Committee</b>
<b>Signed: Chair of Governors:</b>	



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## **Introduction**

We believe that children with medical conditions should receive appropriate care and support in our school and should not be denied access to a broad and balanced curriculum.

## **Roles and Responsibility**

The responsibility for the management of this policy lies with the Head Teacher and Governing Body.

The school will ensure accurate and up to date records are kept for children with medical needs.

Teachers and support staff who have children with medical conditions in their care should understand the nature of the child's needs and when and where the child may need extra support. All staff should be aware of the likelihood of an emergency arising and be aware of the correct procedures through attending training and making themselves familiar with health plans devised for individual children.

School staff should ensure that cover staff are aware of a child's medical conditions.

There is no legal requirement for school support staff to administer medicines or health care procedures unless this is clearly specified in their contract of employment. A member of staff may volunteer to support children with additional health needs, however they cannot be forced to do so. Any duties are by agreement and must be taken on willingly and not imposed.

The office manager will organise appropriate training at the request of the head teacher.

The headteacher and SENCo (where appropriate) will support communication between home and school.

Parents/carers should provide school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school and other health professionals to develop an individual healthcare plan which will include an agreement on the role of the school in managing any medical needs and potential emergencies.

## **Identification**

Upon entry to school, parent/carers will be asked to complete admission forms requesting medical information. Throughout the year we request that parents keep the school up to date with any changes in medical information. We send out annual data checking sheets for parents/carers.



## **Individual Health Care Plans (IHCP)**

The SENCo is responsible for the development of IHCPs.

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child.

The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required

An IHCP will include:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil'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;
- specific support for the pupil'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 child is self-managing their medication, this should 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 child'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 child'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 pupil 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 child can participate, eg risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements.
- Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.



## **Communicating Needs**

A medical file containing class/childcare lists together with an outline of any medical condition and actions to be taken is available to all teaching and non-teaching staff (including Lunchtime Supervisors and Activity Leaders) in the office.

Individual Health Care Plans for children are kept in the office and the classroom where they are accessible to all staff involved in caring for the child. A copy is also kept of children with IHCPs on staff and office notice boards.

## **Training**

Specific training for adults working directly with children with medical conditions will be detailed in the IHCP.

General staff awareness training both for specific children's conditions and for conditions such as asthma, will be held when necessary.

## **Insurance**

School staff are fully insured with liability cover for administering medicines. Insurance policies are accessible to staff who provide support.

## **First Aid**

There are a number of school staff who are trained first-aiders and in the event of illness or accident will provide appropriate first aid. Please see the school First Aid policy. First aid training does not constitute appropriate training for supporting children with medical conditions. The list of currently qualified first aiders is kept in the staffroom and the office.

## **School Visits, Sporting Activities**

When planning activities, staff will consider any reasonable adjustments they might make to enable a child with medical conditions to participate fully and safely on visits and sporting activities including details in risk assessments.

## **Residential Visits**

Parent/carers of children participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Administration of medicine forms need to be completed prior to the day of departure and all medication which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school at the start of the visit. This medical information is also shared with the centre which the children are visiting.

## **Administration of Medicines**



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There is no legal requirement for school to administer medicine and it will only be considered if medicines have been prescribed. If staff agree to administer medicine, then written consent must be given using the form on Annex A.

### **Complaints**

Should parents have a complaint about the support their child receives, they should follow the school's normal complaints procedure.

### **References:**

Oxfordshire Primary Education Network

Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014 DfE

Providing support for children and young people with health needs in schools; A joint statement from the Royal College of Nursing and UNISON



**Annex A      A-Parental agreement for setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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	[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_