



# **Managing Medical Conditions in School 2023-24**

Rotherfield Primary School wishes to ensure that pupils with medical conditions receive appropriate support and care at school. This policy has been developed in line with the DfE publication 'Supporting pupils at school with medical conditions December 2015'.

This school is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps which the school will take to ensure full access to learning for all its children who have medical needs and are able to attend school.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school. The Children, Families and Community Committee of the Governing Body will review the arrangements every three years.

### **What is a medical condition?**

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual care plans for pupils who have a medical diagnosis which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up-to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The key roles and responsibilities are set out in Appendix Two. The day-to-day responsibility for children and young people rests with the Headteacher (delegated to the SENDCO Rhian Jimenez) and the designated members of staff who have daily contact with the individual pupils. Parents will be given clear information about who is responsible in the school and who to contact to ask questions or give information.

The school will not have plans in place for pupils who have short-term illnesses such as coughs, colds and common childhood diseases. The school will have a medical plan in place for any child who has a medical diagnosis of:

- Asthma
- Allergies
- Breathing difficulties
- Epilepsy
- Seizures
- Diabetes
- Heart condition
- Liver and kidney conditions
- Cancer or any other serious medical condition

### **Procedure when the school is notified that a pupil has a medical condition**

Rotherfield Primary School will arrange a meeting with the parents as soon as possible after the school has been informed of a medical condition. The information may come from the parent, the school nurse, a health visitor or other medical professional. The Assistant Headteacher (SENDCo) will invite the parents, the school nurse and any other relevant health professionals to the meeting.

At the meeting the AHT will review all of the relevant information including, diagnosis, signs and symptoms and treatment plan provided by health care professionals. The meeting will also cover the emotional needs of the child or young person and include emotional support / CAMHS support as appropriate. The school will consult with parents about how much information can be shared with the child's class and peer group. The plan will be put in place and the relevant members of staff will be trained in a timely manner following the first notification. The Headteacher will be kept informed of the operational implications of the health care plan.

### **The School's Right to Challenge**

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The Headteacher will consult with the local education authority and the NHS paediatrician based at the Northern Health Centre, Holloway Rd, London N7. The local education authority will also

be asked to give advice if there is a dispute between the parents and the school. Appendix One is a list of key contacts in Islington.

### **Staff Training**

- Teachers and support staff will receive training about individual pupils' medical conditions which will be organised by the school SENDCo
- The Assistant Headteacher (SENDCo) will be responsible for monitoring and reviewing the quality of staff training
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools
- Temporary and supply staff will be given information by the Assistant Headteacher (SENDCo) about individual children or young people who are likely to become ill and/or require medical intervention
- A list of all children with medical conditions/allergies in each class is provided to all class teachers and overseen by a qualified first aider.

### **Individual Health Care Plans**

- The Healthcare professional with the best knowledge of the child and their condition will write individual plans in partnership with the parent and relevant other health care professionals – Appendix Three.
- The plan will be shared with relevant members of staff and reviewed annually by the child's medical practitioner, or as appropriate if there are significant changes.
- The plan will include details about the child's condition, treatment, symptoms and warning signs.
- The plan will be kept in the child's folder, the SENDCo's folder and the teacher's inclusion folder and not put on display unless this is agreed with the parents
- Information about the child's medical condition will be displayed in the main office or Dinner Hall if appropriate and **only with the parents' permission.**
- Health care plans are reviewed on an annual basis by the health care professional involved e.g. GP etc at the request of the parents. The Assistant Head (SENDCO) is responsible for ensuring all plans held are current. The school nursing service will support school in ensuring the plans held are the most recent/contain up to date information.

### **Medicines in Schools**

**this applies to all pupils, including those who do not have an individual health care plan**

- Any parent can request that their child is given prescription medicine in school. Rotherfield Primary School will only accept medicine that has been prescribed by a GP or hospital doctor.
- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually by the child' GP or asthma nurse as part of the asthma care plan

- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day
- No pupil will be given medicine without the parental consent as outlined in the health care plan, unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance
- prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions. This will be checked by a member of the admin team who is a paediatric first aider.
- When informed that medication is out of date parents are responsible for visiting the GP to collect repeat prescriptions
- At the end of the school year in July the school will return all medicines in store to the parents this is overseen by admin staff and is scheduled for the last day of the academic year
- Medicines will be safely stored in the School Office. A written record will be kept by the Office Staff and stored in the medical file in the office. This will be overseen by the Assistant Head (SENDSCO)
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs

### **Arrangements for children who are competent to manage their own medicine in school**

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Headteacher who has a duty to ensure the safety of all children and young people.

### **Record keeping**

Rotherfield will keep written records of all medicines administered to children. The record will be kept in the School Office and include date, time, dosage and name of the member of staff who administers the medicine. This is overseen by the SENDSCO and checked in a half termly review of medical needs

### **Unacceptable Practice**

It is unacceptable at Rotherfield Primary School to:

- require parents to attend school to administer prescribed medication or carry out personal care such as going to the toilet
- prevent pupils from easily accessing their inhalers and medication
- prevent pupils from drinking or eating if needed to manage their medical condition
- assume that every pupil with the same condition needs the same treatment
- ignore the views of the child or their parents: or ignore medical evidence unless there is good reason to challenge those views
- exclude pupils from lunchtime or after- school activities because of a medical condition

- prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys
- leave children who are ill unattended in a medical room or school office or any room
- penalise parents if poor attendance is related to a long-term medical condition and this is evidenced by a medical practitioner

### **Medical Emergencies at Rotherfield Primary**

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.

The school will call an ambulance **before** contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

### **Day trips, residential visits and sporting activities**

Rotherfield Primary will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs. Parents will not be required to accompany their children on school trips or journeys unless this is a normal activity.

### **Liability and indemnity**

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children. All Islington schools (not academies or free schools) are covered by the Islington Council policy with Zurich.

### **Complaints**

At Rotherfield Primary we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

**Approved by: Children, Families and Community Committee**

**Last reviewed on:**

**Next review due by:**

**Appendix One  
Key Contacts in Islington:**

<b>Condition / concern</b>	<b>Organisation</b>	<b>Contact</b>
HIV / AIDS	Body and Soul	Emily Kerr-Muir <emily@bodyandsoulcharity.org>
Asthma	Whittington Hospital	Colette Datt, Allergy / Asthma Nurse <a href="mailto:colette.datt@nhs.net">colette.datt@nhs.net</a>  Nickola (Nikki) Rickard, Asthma Nurse for Schools <a href="mailto:nickola.rickard@nhs.net">nickola.rickard@nhs.net</a>
Healthy Weight	MoreLife	Lucy Dayus <a href="mailto:Lucy.Dayus@more-life.co.uk">Lucy.Dayus@more-life.co.uk</a>
Healthy Weight	My Team (Health and Wellbeing Team)	Marjon Willers: Specialist Dietitian for Schools and Children's Centres <a href="mailto:Marjon.willers@nhs.net">Marjon.willers@nhs.net</a>
Mental Health	CAMHS	Anna Picciotto, CAMHS Lead for Schools ( <a href="mailto:a.picciotto@nhs.net">a.picciotto@nhs.net</a> )
Immunisations	Whittington Health	Christine Ogundele ( <a href="mailto:christine.ogundele@nhs.net">christine.ogundele@nhs.net</a> ) Immunisations Specialist Nurse
Female Genital Mutilation	LBI	Heather Vacciana, Anti Bullying Co-or & DV Preven. Officer. <a href="mailto:Heather.vacciana@islington.gov.uk">Heather.vacciana@islington.gov.uk</a>
Diabetes	Whittington Hospital	Roma Romano-Morgan, lead paediatric diabetes specialist nurse <a href="mailto:roma.romano-morgan@nhs.net">roma.romano-morgan@nhs.net</a>
Allergies	Whittington Hospital	Dee Brown, Clinical Nurse Specialist Paediatric Allergy & Asthma <a href="mailto:dee.brown3@nhs.net">dee.brown3@nhs.net</a>
Constipation	Darent Valley Hospital, Dartford & Gravesham NHS	Sandra Hanson – specialist nurse for childhood constipation <a href="mailto:sandra.hanson1@nhs.net">sandra.hanson1@nhs.net</a> / <a href="mailto:sandra.hanson@dvh.nhs.uk">sandra.hanson@dvh.nhs.uk</a>
Smoking	Smoke Free Islington, Whittington Health	Marina Chrysou ( <a href="mailto:m.chrysou@nhs.net">m.chrysou@nhs.net</a> ) or Nicola Brooms ( <a href="mailto:nicola.brooms@nhs.net">nicola.brooms@nhs.net</a> )

**Appendix Two**

## Key roles and responsibilities

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

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 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.

### 1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Rotherfield Primary School 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.
- 1.2.2 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.3 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.4 Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.5 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.6 Keeping written records of any and all medicines administered to individual pupils.
- 1.2.7 Ensuring the level of insurance in place reflects the level of risk.

### 1.3 The Headteacher (delegated to the SENDCO) is responsible for:

- 1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Rotherfield Primary School.
- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5 Making staff who need to know aware of a child's medical condition.
- 1.3.6 Developing Individual Healthcare Plans (IHCPs).
- 1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.

### 1.4 Staff members are responsible for:

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

**1.5 School nurses are responsible for:**

- 1.5.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2 Liaising locally with lead clinicians on appropriate support.

**1.6 Parents and carers are responsible for:**

- 1.6.1 Keeping the school informed about any changes to their child/children's health.
- 1.6.2 Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3 Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4 Collecting any leftover medicine at the end of the course or year.
- 1.6.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

**Appendix Three – Individual Healthcare Plan**



<b>Child's name</b>	
<b>Class</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Medical diagnosis or condition</b>	
<b>Date</b>	



<b>Review date</b>	
<b>Emergency contact details</b>	
<b>GP contact details</b>	
<b>Hospital consultant</b>	
<b>Who is responsible for providing support in school?</b>	
<b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc</b>	
<b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b>	
<b>Daily care requirements</b>	
<b>Specific support for the pupil's educational, social and emotional needs (if required)</b>	
<b>Arrangements for school visits/trips etc</b>	
<b>Other information</b>	

<b>Describe what constitutes an emergency, and the action to take if this occurs</b>	
<b>Who is responsible in an emergency (<i>state if different for off-site activities</i>)</b>	
<b>Plan developed with</b>	
<b>Staff training needed/undertaken – who, what, when</b>	
<b>Form copied to</b>	

## 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.

<b>Name of child</b>	
<b>Class</b>	
<b>Medical condition or illness</b>	
<b>Name/type of medicine (as described on the container)</b>	
<b>Expiry date</b>	
<b>Dosage and method</b>	
<b>Timing</b>	
<b>Special precautions/other instructions</b>	
<b>Are there any side effects that the school/setting needs to know about?</b>	
<b>Self-administration – y/n</b>	
<b>Procedures to take in an emergency</b>	

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

I understand that I must deliver the medicine personally to the school office.

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 \_\_\_\_\_



**Template D: record of medicine administered to all children**

<b>Date</b>	<b>Child's name</b>	<b>Time</b>	<b>Name of medicine</b>	<b>Dose given</b>	<b>Any reactions</b>	<b>Signature</b>	<b>Name of staff member</b>

Policy	Lead Drafter	Date of review by Governors
Managing Medical Conditions	Rhian Jiménez	