



Supporting children with medical needs and administration of medicines in school

Last revised: June 2019
Policy Owner: Deputy Head

Policy Statement

This is a whole school policy and applies to all members of Lyndhurst School.

The aim of this policy is to ensure that all pupils with medical conditions are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Pupils with long term and complex medical conditions may require on-going support, medicines or care. They may require monitoring and interventions in emergency circumstances. A child's health needs may change over time in ways that cannot always be predicted, sometimes resulting in extended absences. Consideration will need to be given as to how children are re integrated into school after long periods of absence.

Associated Documents and Policies

- Health and Safety Policy
- Early Years Policy Being Healthy
- First Aid Policy
- *DfE Guidance* Supporting pupils at school with medical conditions (December 2015)

Responsibilities

Governors

The Governors are responsible for making sure that arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and implemented.

Headmaster

The Headmaster has overall responsibility for ensuring:

- staff are aware of the school's policy for supporting pupils with medical conditions
- Individual Healthcare Plans are implemented when appropriate
- all staff who need to know, are aware of a child's condition.
- there are sufficient trained staff available to implement the policy and deliver Individual Health Care Plans, including in contingency and emergency situations.
- liaison with appropriate medical services is maintained when appropriate.



School Staff

- Should take account of the needs of pupils with medical conditions, inside and outside the classroom.
- May be asked to provide support to pupils with medical conditions but cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility for supporting a pupil with a medical condition.
- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Should be including in meetings when they provide support for a pupil.

Pupils

- Pupils with medical conditions should be fully involved and contribute as much as possible to their Healthcare Plans
- Pupils with medical conditions should comply with their Healthcare Plans
- Other pupils need to be sensitive to the needs of pupils with medical conditions.

Wherever possible children will be allowed to carry their own medicines and devices or should be able to access them quickly and easily. Children who take medicines themselves or manage procedures may require supervision. If a child refuses to take medicines or carry out procedures staff should not force them to do so but follow the procedure agreed on the IHCP.

Parents

- Should provide the school with up to date information about their child's medical needs
- Should be involved in the development and review of their child's Individual Healthcare Plan
- Should carry out any action agreed as part of the plan.

Procedure for when notification is received that a pupil had a medical condition

1. School, healthcare professional and parent decide whether an Individual Healthcare Plan (IHCP) is appropriate (refer to flowchart Appendix 1)
2. Where an IHCP is needed arrange meeting with parents and other healthcare professional to write Individual Healthcare Plan (Appendix 2) in partnership. (Where there is no formal diagnosis a judgement should be made in consultation with parents and healthcare professionals about what support is needed).
3. The IHCP is stored on the child's record in the school's data management system.
4. As part of the IHCP staff training needs are identified. The Headmaster ensures that sufficient staff are suitably trained to implement Healthcare Plan.
5. Ensure all relevant staff are aware of the child's condition (usually during start of academic year meeting and then during induction for new staff).
6. Put in place cover arrangements in case of staff absence, if the child requires a specific adult to support with their medical needs.



7. Brief cover teachers.
8. Write necessary risk assessments for example for school trips.
9. Where necessary parents complete agreement for school to administer medicine.
10. Put in place procedures for recording administration of medicines
11. Set date for review of Healthcare Plan (annual review unless condition changes).
Where pupils are new to the school these arrangements should be in place by the start of the school term. Where there is a new diagnosis or a child has moved mid-term then arrangements should be in place within 2 weeks of notification.

Individual Healthcare Plans should

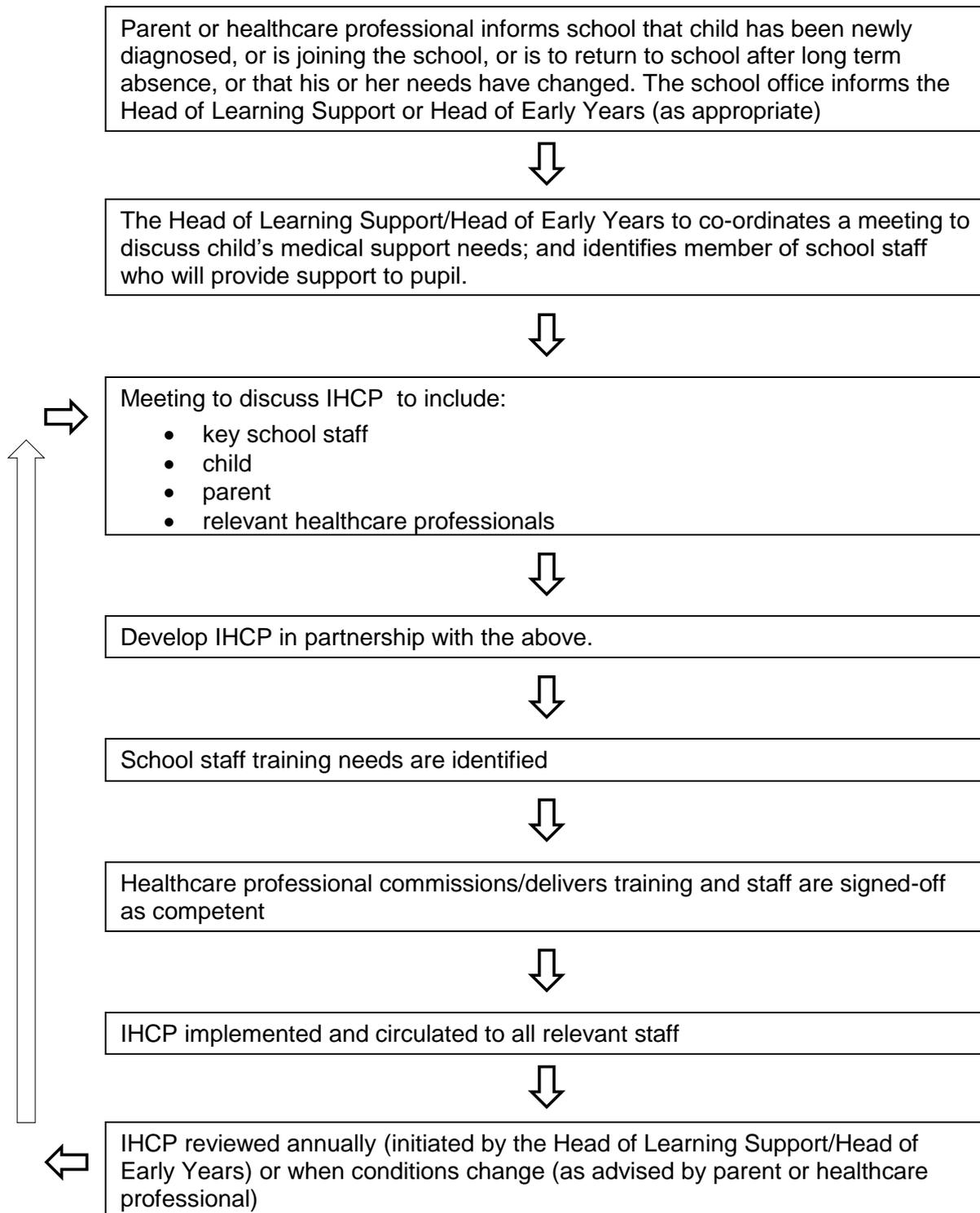
- Be developed with the child's best interests in mind
- Clearly state roles and responsibilities
- Capture key information and actions to support children effectively
- Be drawn up in partnership between the school, parents and healthcare professionals
- Be reviewed at least annually

Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Detailed information will be included in a child's IHCP.
- Where possible medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- The school will only accept prescribed medicines that are in date, labelled, in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage.
- All medicines should be stored safely.
- Children should know where their medicines are at all times and be able to access them immediately.
- Special arrangements will be put in place when a child has been prescribed a controlled drug.
- The school will keep a record of all medicines administered to individual children.
- Parents are given guidance regarding medicines in school when their child starts school.



Appendix 1: Process for developing individual healthcare plans





Individual Health Care Plan (IHCP)

Child's name	
Class	
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



Individual Health Care Plan (IHCP)

Daily care requirements

Specific support for the pupil'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

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