



# Supporting Pupils with Medical Conditions

		<b>Date</b>
Date of Review		November 2020
Date of Next Review		November 2021

This policy will be reviewed annually. The Headteacher is the named person who has overall responsibility for policy implementation.

### **Rational**

The number of pupils attending mainstream school who have specific medical needs is increasing. Many children and young people have their participation in school affected by illness or a specific medical condition. This may result in a minor disruption or it may cause regular or permanent limitation to their access to education. Most children with medical needs are able to attend school regularly and with appropriate support from family and school, can take part in the normal school activities. However for children with long term, complex or very individual medical needs, there needs to be careful planning by school, parents/carers, medical and other professionals and where appropriate for the child, to maximise curriculum access, their inclusion to safeguard the child's health and safety. It is crucial that all involved have an understanding of the policy and procedures the school is operating. This policy has been developed in line with the DfE statutory guidance 'Supporting pupils at school with Medical Conditions.'

### **Guidelines**

Our school will do all it can to encourage, support and care for children with medical needs in order to ensure they maintain maximum attendance at school and have full access to the curriculum. A copy of the procedure around administration of medication and support for pupils with medical conditions will be available for staff and parents. We will work with parents/carers of children with complex or long term medical needs to agree and implement individual healthcare plans. We will provide appropriate training for staff who support children with individual healthcare plans.

Our school will review its procedures around the administration of medication and the development of healthcare plans in consultation with parents/carers and staff on a regular basis.

This policy and its related procedures provide the framework within which the medical needs of pupils will be managed.

## **Record Keeping**

At the beginning of each school year or when a child joins the school, parents/carers are asked whether their child suffers from any medical condition (Appendix 1). Parents are reminded of the vital importance of providing this information to school and of updating the school should there be any changes or new conditions diagnosed. Parents who indicate that their child has a medical condition will be asked to provide further information regarding their child and the medication they are taking (Appendix 2, 3 and 4). This information should be updated by parents during the school year as necessary.

## **Asthma**

Children who suffer with asthma need to be able to gain quick access to their inhalers (or spacers in the case of some younger children). Parents must complete and sign a form (Appendix 2) to acknowledge that an inhaler has been provided and to give additional details of their child's condition. Both the inhaler (with child's name clearly displayed) and form are kept in the medical room. Members of staff ensure that inhalers are taken on off-site visits. Year 5 and Year 6 children are expected to look after their own inhalers when off site. It is the parent's/carer's responsibility to check that inhalers are replenished and in date.

## **Anaphylaxis and administration of epipens**

Anaphylaxis is an extremely dangerous allergic reaction. It can be triggered by foods (e.g. nuts, seafoods) or non-foods (e.g. wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system.

In the event of an attack it is important to administer an epipen as soon as possible and call 999 for an ambulance.

Children's epipens will be stored in the 'Children's Medication' box in the office. We request the parents leave two epipens with school. Each epipen is stored in a plastic box that also contains the name of the child, her/his photograph, and a copy of the child's individual care plan (Appendix 2, 3 & 4).

We ask parents to collect medicines no longer required at the end of the school year.

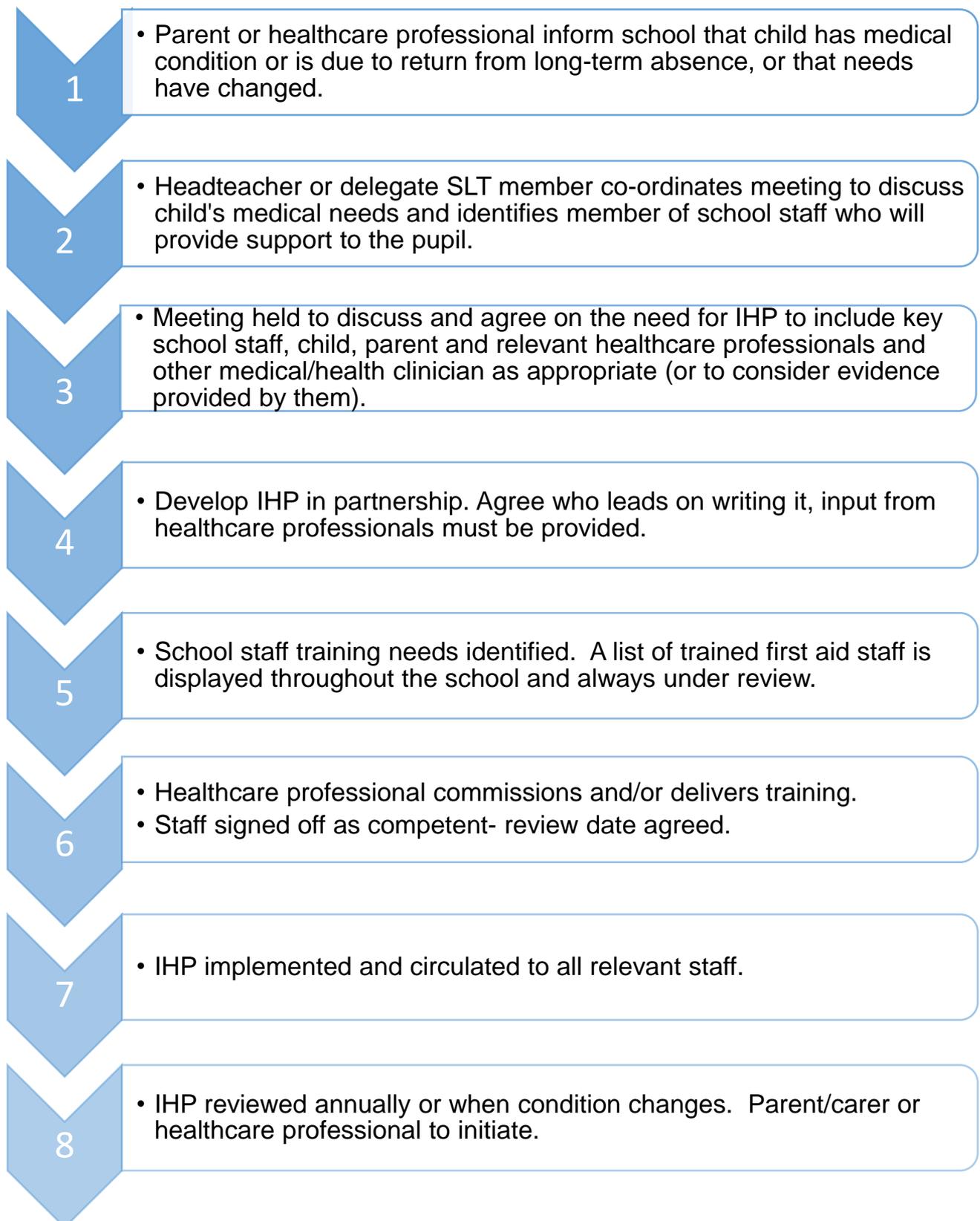
If parents do not collect medicines by the end of the autumn half term, they will be disposed of through the council's collection waste management service.

### **Procedures for the development of an individual healthcare plan**

When a pupil has a long term or complex medical need that requires specialist medication or protocols, the school will work with the parent to agree an individual healthcare plan for that child (Appendix 4). Where appropriate, the drawing up of the healthcare plan will involve school/community nurse or health visitor. Advice will be sought from health practitioners e.g. GPs, consultants, specialist nurses, physiotherapists etc. Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate. The healthcare plan is a confidential document, however it must be displayed and accessible to those who may urgently need to refer to it. The school plans are accessible in the medical room and will be signed by the parent and the school. If the child has an Individual Health Care Plan (IHCP) the school will ensure that this is followed and shared with the relevant staff ensuring the child's needs are met at a level appropriate to her/his medical condition. Each healthcare plan will be different, because each child's circumstances will be different. The following list describes some of the possible actions that could be included in a plan:

- A child may have a long-term absence and be at home. If this absence is likely to exceed 15 days, the Education Welfare Team may become involved and home tuition could become a possibility.
- It is possible that a healthcare plan might also include an element of part-time attendance at school.
- Regular medication given under supervision e.g. insulin if the child is diagnosed with diabetes.

**A guide to the process of developing individual healthcare plans:**



Roles and Responsibilities:

**The Local Governing Body is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**The Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Raglan Primary School and Nursery.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.

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- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient.*
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

**School nurses are responsible for:**

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

**Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**Pupils are responsible for:**

- Providing information on how their medical condition affects them.
- Contributing to their IHP.
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

**Training of staff**

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

**Transport arrangements**

- Where a pupil with an IHP is allocated school transport the school will invite a member of the transport team to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the vehicle in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the vehicle throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

**Medicines**

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, this includes those prescribed three times a day – before school, after school and bedtime.

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- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription medicines without written parental consent except in exceptional circumstances.
- 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 one weeks' supply of the medication may be provided to the school at one time.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence.
- Medications will be stored in the School Office.
- A sharps box is available for disposal of used epipens and needles.
- Parents will be asked to collect any medications left over at the end of the course.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Raglan Primary School and Nursery cannot be held responsible for side effects that occur when medication is taken correctly.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

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

- Pupils with medical conditions should be able to participate in school trips, residential stays, sports activities and not prevent them from doing so unless it would not be safe to do so.
- To comply with best practice risk assessments are undertaken, in line with our Educational Visits Policy on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare

professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

### **Agreed practice:**

- Children will be able to easily access their inhalers and medication when and where necessary.
- The school will not make assumptions that pupils with the same condition require the same treatment.
- The school will take on board the views of the pupil and/or their parents regarding medical evidence or opinion.
- We will try to prevent sending pupils home frequently or preventing them from taking part in activities at school.
- Pupils will be escorted to the school office if they become ill.
- Pupils with medical conditions will not be penalised for their attendance record where the absences is related to their condition.
- The school will not make parents feel obliged or force parents to attend school to administer medication or provide medical support, including toilet issues.
- There will be no barriers to children participating in school life or taking, including school trips.
- Pupils will be allowed to eat, drink or use the toilet when they need to in order to manage their condition.

### **Complaints**

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the Trust Complaints Policy.

### **Definitions**

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- 'Medication' is defined as any prescribed or over the counter treatment.

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- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Raglan Primary School and Nursery.

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All forms can be found on the website

Appendix 1



**Raglan Primary School**  
**Medical / Allergies / Food Avoidance**  
**Questionnaire**

Pupil's Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Telephone No / Mobile No. \_\_\_\_\_

Name and address of Family Doctor \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Immunisation Status: Are all of your child's inoculations up to date? Please circle:      Yes      No

If no, please give details: \_\_\_\_\_

Does your child suffer from any known medical conditions? If so, please give details:

\_\_\_\_\_  
\_\_\_\_\_

Does your child suffer from any known allergies? (e.g. food, insect bites, materials etc.) If so, please give details:

\_\_\_\_\_

*Do you have drugs or medication that has been prescribed for any of the above and if so please indicate what it is?  
(Please note you will be required to come in and complete a 'Permission to Administer Prescribed Medicine' form  
allowing us to administer emergency medication.)*

\_\_\_\_\_

*Food allergies – please be very specific. For the safety of your child we need to know exactly what your child may or may not have. If you consider it serious enough to put onto the form, we need precise details of the allergy. It is not adequate, for example, to put 'dairy produce'. We would need to know exactly what food the child can have. Please write on the back of this form if needed.*

\_\_\_\_\_

Are there any foods your child must avoid because of cultural or religious beliefs?

Please give details: \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian)      Date \_\_\_\_\_

P:\Admin Staff\OFFICE\First Aid\Medical Forms\Medical Questionnaire form.docx



**PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER  
PRESCRIBED MEDICINE**

The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer medicine. Medicine prescribed 3 times a day should be administered at home (before school, after school and at bedtime)

Date form filled in:			
Name of School:	Raglan Primary School & Nursery	Class:	
Name of Child:			
Medical condition or illness:			
<b>Medicine</b>			
Name/type of medicine (as described on the container)			
Date dispensed:		Expiry date:	
Dosage and method:	Long term medicine Y/N?		
When to be given:			
Are there any side effects that the school need to know about?			
Self administration?	Yes/no (delete as appropriate).		
Procedures to take in an emergency:			
Is there a "Care Plan" in place?	Yes/no (delete as appropriate)		
<b>Contact Details</b>			
Daytime telephone no:			
Name and phone no. of GP:			
Agreed review date to be initiated by name of 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 staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Name: ..... Signature: .....

Relationship to the child ..... Date: .....

## MEDICAL DIET REQUEST FORM



Please complete all parts of this request form in full or your application will not be processed.  
If you require assistance with understanding or completing this form, please contact the school for assistance.

If your child has a dietary requirement but does not require an adapted medical diet menu supported by Chartwells then there is no need to complete this request form.

Chartwells allergen reports, declaring the presence of the 14 mandatory Food Information Regulations allergens, and nutrient counts (including carbohydrates, protein and fat) are available for all Chartwells recipes on current menus. Please ask the kitchen team or request them from your local Chartwells contact.

### Part A: Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name	Child's Surname
<input type="text"/>	<input type="text"/>
Child's Date of Birth	Child's School Year Group
<input type="text"/>	<input type="text"/>
Parent/Guardian Name	Parent/Guardian's Phone number
<input type="text"/>	<input type="text"/>
Parent/Guardian's Email	<input type="text"/>
School Name	<input type="text"/>
School Address	<input type="text"/>
School Postcode	<input type="text"/>

Medical Diet (please tick all that apply):

#### 14 Main Allergens

- |  |                                   |                                       |                                     |
|--|-----------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Celery                    | <input type="checkbox"/> Fish     | <input type="checkbox"/> Mustard      | <input type="checkbox"/> Soya       |
| <input type="checkbox"/> Cereals containing Gluten | <input type="checkbox"/> Lupin    | <input type="checkbox"/> Nuts         | <input type="checkbox"/> Sulphites  |
| <input type="checkbox"/> Crustaceans               | <input type="checkbox"/> Milk     | <input type="checkbox"/> Peanuts      |                                     |
| <input type="checkbox"/> Eggs                      | <input type="checkbox"/> Molluscs | <input type="checkbox"/> Sesame       |                                     |
| <b>Other allergens</b>                             |                                   |                                       |                                     |
| <input type="checkbox"/> Bananas                   | <input type="checkbox"/> Coconuts | <input type="checkbox"/> Oranges      | <input type="checkbox"/> Tomatoes   |
| <input type="checkbox"/> Beans                     | <input type="checkbox"/> Kiwis    | <input type="checkbox"/> Peas         | <input type="checkbox"/> Pineapples |
| <input type="checkbox"/> Chickpeas                 | <input type="checkbox"/> Lentils  | <input type="checkbox"/> Strawberries |                                     |

Other Allergy or Other Food Requirement (please print below)

My child requires an autoinjector (e.g. EpiPen) for their medical diet (please tick if this applies)

My child also requires their medical diet to be (please tick all that apply):

- Vegetarian     Vegan     Pork Free     Beef Free     Halal

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**Part B: Supporting Documentation (to be provided by the Parent/Guardian)**

1

I confirm that I am attaching medical evidence confirming the medical diet requested in part A (please tick one or more as appropriate):

- Doctor/Dietitian Letter or note
- Other medical professional Letter or note
- Professional medical care or Allergy Action plan
- Chartwells Medical Evidence Support Form

Please refer to the Chartwells Medical Diet policy for more information:

<https://loveschoolmeals.co.uk/medical-diets>

For medical evidence requirements:

See section 4.0 'Medical Diet Requests & Processing'

For identification of pupils:

See section 6.0 'Identification of Customers with Medical Diets'

2

Please attach a recent colour passport style photo of your child for identification purposes.

Please attach photo here.

*If completing form digitally,  
please click link below to  
attach a photo*

*Please note: A digital photo will not  
show in this box once attached*

Attach

**Part C: Terms and Conditions**

By completing this medical diet request form, parents/guardians are consenting for an adapted Chartwells medical diet menu to be prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The medical diet menu will continue until Chartwells are notified in writing otherwise. You will receive a copy of the medical diet menu and are required to notify any discrepancies immediately. If you do not notify any discrepancies prior to the menu start date, this will signify the acceptance of the medical diet menu. It is the parent/guardian's responsibility to inform Chartwells in the case of any changes to the medical diet requested for their child. If Chartwells becomes aware of any other medical diet requirement which has not been notified through a request form with supporting evidence, service may be refused.

Chartwells can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child. Otherwise, pupils must provide a packed lunch meal as an interim measure.

Chartwells reserve the right to decline a medical diet request if a risk assessment considers the medical risk too high, or the request process is not completed in full (for example if insufficient medical evidence is provided). In these circumstances, Chartwells may refuse to provide any diet to the pupil.

Chartwells will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website. This statement is only intended as a summary Privacy Notice.

Please use the link to see our full Privacy Notice: <https://www.compass-group.co.uk/about/privacy-policy>

Please read Chartwells full medical diet policy here: <https://loveschoolmeals.co.uk/medical-diets>

I consent to Compass processing this personal data for the purpose of providing a medical diet and I confirm that I have read and understood the above

Parent/Guardian Name

Signature

Date

with name

Please return this completed form with supporting medical evidence to your school for it to be returned to Chartwells.

For any medical diet queries, or to obtain a hard copy of the full medical diet policy, please contact:

[chartwells.medical.diets@compass-group.co.uk](mailto:chartwells.medical.diets@compass-group.co.uk)



## Raglan Primary School

### Individual HealthCare Plan

+	
Date	
Review Date	
Name of school	<b>Raglan Primary School</b>
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
<b>Family Contact Information</b>	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
<b>Clinic/Hospital Contact</b>	
Name	
Phone no.	
<b>G.P.</b>	
Name	
Phone no.	
Who is responsible for providing support in school (school to fill in this section)	

PTO



## Raglan Primary School

### Individual HealthCare Plan

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc



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 pupil's educational, social and emotional needs

Describe what constitutes an emergency, and the action to take if this occurs

Staff training needed/undertaken – who, what, when (school to fill in this section)

Form copied to (school to fill in this section)