

HEADLANDS SCHOOL  
SINCE 1965

# Supporting Students with Medical Conditions Policy

**Incorporating:  
Emergency First Aid Procedure**

Written by	School Business Operations Officer		
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## Headlands School

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## 1. Introduction, Legislation and Statutory responsibilities

Headlands School is a fully inclusive educational setting and makes every effort to support students with short and long term medical conditions. Headlands School is committed to ensuring that all students with medical conditions (whether these be physical or emotional / mental health or both) are supported in school in order that they can participate fully and actively in school life and the curriculum, achieve their academic potential and remain healthy.

Our aim is whenever possible, to work in open and honest partnership with parents/carers, and in so doing, ensure that they feel confident in our commitment and ability to provide effective individual and bespoke support for medical conditions in school. Headlands School will also actively seek support of key stakeholders within school and relevant partner agencies and healthcare professionals to inform the decision making process and support that is put in place.

The Student Services Team and SENCO will work collaboratively and take the lead role in individual cases in coordinating and ensuring that medical needs are identified and supported and that the school wide approach to supporting medical needs is fit for purpose and meets statutory requirements.

This policy has been developed from and is informed by statutory guidance issued by the Department for Education: **'Supporting Students at School with Medical Conditions - December 2015 - updated 16 August 2017'**.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, to make arrangements for supporting students at their school with medical conditions. In meeting the duty, the Governing Body, must have regard to guidance issued by the Secretary of State under this section. This means to take account of the guidance and to carefully consider it. Having done so, there would need to be a good reason to justify not complying with it.

Some students with medical conditions may be disabled. Where this is the case, the Governing Body must comply with their duties under the Equality Act 2010. Some may also have special educational needs and disability (SEND) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the **'Special Educational Needs and Disability code of practice: 0-25 years', Department for Education / Department of Health, January 2015'**

This policy links to the following policies:

- Accessibility Plan
- Attendance Policy
- Children with Health Needs Not Attending School Policy
- Complaints Policy
- Critical Incident Policy
- Educational Visits Policy
- Equality Duty Statement
- Health and Safety Policy
- Strategic Child Protection Policy
- SEND Policy
- Student Mental Health and Wellbeing Policy

## 2. Emergency First Aid Procedure

Headlands School has staff who are Emergency First Aid trained to provide Emergency First Aid support on a daily basis on site, in addition to their role in school. The Emergency First Aid bag is maintained by the first aid trained Student Services Team, this includes a mobile phone and they are the first person called upon to attend any call for Emergency First Aid.

A number of staff, who are qualified to drive the school minibuses are also Emergency First Aid trained; this will enable them to provide relevant support for school visits.

All accidents and incidents which require reporting to the HSE under RIDDOR 95, must be reported to the East Riding of Yorkshire Safety Services Unit initially (Schools - 01482 391117 or [safety.services@eastriding.gov.uk](mailto:safety.services@eastriding.gov.uk)), so that advice and guidance can be given.

### **Emergency First Aid Procedure**

1. Send a First Aid alert via Edulink or send a sensible student to Student Services - giving them patients name, location and brief details.
2. Student Services will radio for support from the Emergency First Aiders.
3. The Emergency First Aider with the First Aid Bag is the designed 'decision maker' and will be responsible for ensuring relevant parties are informed (ambulance, contact with parents, etc.)
4. Should an ambulance be needed the Emergency First Aider will make the call using the mobile in their First Aid Bag. In the event the mobile phone does not have service, the Emergency First Aider must radio Student Services to request an ambulance is called, clear lines of communication must be kept open between the Emergency First Aider and Student Services.
5. The Emergency First Aider should then state over the radio that they have called an ambulance and clearly state their location.
6. Any available Year Leader who is First Aid trained should attend the location to support and guide the ambulance to the correct area of the school.
7. Ensure incident is recorded in the Accident Book and also entered onto the School's Management Information System (SIMS)

In the case of an emergency, should a student need to be taken to hospital in an ambulance, and parents/carers are uncontactable, a member of staff can accompany them if they are happy to do so. Parents/Carers will be required to meet the ambulance at the hospital. Staff cannot take students to hospital in their own car without appropriate vehicle insurance, two staff members must be present at all times.

General illness reported by students during the school day will be dealt with via the relevant Year Leader in the first instance. All cases will be logged onto SIMS and contact will be made with parents/carers where possible.

## 3. Roles and Responsibilities

Parents / carers hold the prime responsibility for their child's health, the school is not in a position to take responsibility for any decisions for a child's health other than those laid out in the Individual Healthcare Plan (IHP).

As such, members of staff will only manage and administer medicines in line with the expressed written approval of parents/carers and in accordance with the dosage and frequency instructions from a legitimate prescriber.

All relevant forms as detailed in the procedure must be completed before the school will undertake management of medicines for a child.

The document should be used in conjunction with other policy guidance available from the school and East Riding of Yorkshire Council when planning trips and visits especially where overseas rules regarding prescribed medicine may differ from the UK.

#### 4. Medical Condition

It is the case that most students will at some time in their school career have a medical condition that impacts on their school life. This is usually short term and with appropriate support and care, is either fully or substantially resolved.

However, some students have a long term and complex medical condition with associated needs, which, if not properly managed, may restrict their ability to attend school regularly and take part in school activities. Such a long term medical condition would be characterised by the potential for acute episodes, a requirement for on-going support and involve the need for medication and/or care whilst at school. The condition is likely to need monitoring and could require immediate intervention in emergency circumstances.

As such, medical needs may be broadly summarised as being of two types:

Short Term - affecting participation in education / school activities whilst they are on a course of medication or support

Long Term - potentially limiting access to education and requiring additional care, support and arrangements.

#### 5. Identification of Students with a Medical Condition / Medical Needs

As a part of the established admission procedure and transition to Headlands School, relevant school staff will seek information and records with regard to any actual or potential health issues. This will involve the Student Services Team and SENCO where appropriate and identified as necessary. Where necessary an Individual Health Care Plan (IHCP) will be developed and put in place (see below).

A 'team around the child' approach within school will be adopted and used to consider and formulate the school response to any identified medical conditions requiring support. This will extend to consideration of staff training needs, any 'reasonable adjustments', sharing of information and specific arrangements required to deliver the identified level of care.

As part of the routine admission process Headlands School will proactively and as soon as possible, communicate with parents / carers to gather information relating to any medical conditions and use this as a basis for profiling associated support needs and risk. This will, where appropriate, involve consultation with relevant health professionals and partner agencies involved, to inform decision making and the introduction of the best possible support. Headlands School will treat medical information with appropriate confidentiality, sensitivity and discretion and following discussion with parents/carers and students, agreed information will be shared on a 'need to know basis' within school. Any written records and correspondence will be stored securely and only available to appropriate, key staff. Individual Health Care Plans (IHCP) will be stored on the computerised Management Information System (SIMS).

To ensure consistency of support, Headlands School will also share all relevant information relating to medical conditions and required support when a student leaves Headlands School, with the new education setting.

**Specific consideration will be given on a case by case basis when identified needs extend to any form of intimate or invasive care. Support will be formulated in line with identified best practice, statutory guidance and local protocols and routinely documented in a IHCP.**

Please see Appendix 1- Process for Developing Individual IHCPs

## 6. Individual Health Care Plan

Please see Appendix 2 for the Headlands School Individual Health Plan (IHCP) Template.

The IHCP is the key document to ensure that identified medical conditions are supported in school. To protect both students and staff the IHCP will take account of any potential safeguarding and risks issues emerging as part of the required support and level of care (especially and for example, involving invasive or intimate care). Where appropriate, statutory guidance and established best practice will be used to inform arrangements and partner agencies/local authority consulted.

Each individual student that has a medical condition requiring ongoing support will have an IHCP. Where appropriate, supporting documentation may be attached to the IHCP. Parents/carers will be sent a copy of the agreed IHCP and the individual student will be aware of all aspects of arrangements for support. The SENCO, DSL, Pastoral Team, and - where necessary the Head Teacher - will take the lead responsibility for developing, implementing and maintaining IHCP's. The Student Services Team will have responsibility to oversee and monitor the IHCPs, ensuring relevant information is communicated effectively through the school community.

Headlands School will maintain a central record of IHCP's (Appendix 4). All IHCP's will be reviewed annually or by exception when information is received that indicates changes are necessary by the relevant Year Leader in conjunction with the SENCO (where applicable) supported by the Student Services Team. **This information needs to be collected in the first half term of a new academic year.** Parents are made aware of the need to keep school staff fully updated with any changes such as symptoms varying, medication or treatment changes or medical emergencies that may have occurred out of school.

Where the child has SEND, the IHCP will be used as part of the graduated approach of 'Assess, Plan, Do, Review' and/or linked to their statement or Education Health and Care Plan if they have one.

IHCP's will be distributed to relevant teaching and support staff, and the most recent copy attached in linked documents on the School's Management Information System (SIMS).

As required by statutory guidance the IHCP will include these details

- 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. crossed 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, (some children will be able to take responsibility for their own health needs), 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 Headteacher for medication to be administered by a member of staff, or self-administered by the students during school hours;
- Separate arrangements or procedures required for school trips or journeys or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- 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.
- Depending on the complexity of the child's condition and the degree of support needed, there will be an agreement in the IHCP meeting as to which members of staff may or may not be informed of its content, outside of those named to provide care or support directly.
- Where a child can administer his/her medication, this should be written into the IHCP, including plans for access and supervision.
- The IHCP should include steps to be taken if a student refuses to take his/her medication at school at the prescribed times. This may be that the parent/carer or another competent, named family member should be called to school to take immediate responsibility for the child. Headlands School is clear that at all times, safeguarding and supporting the well-being of individual students is of paramount importance and that failure or refusal to take required, prescribed medication will be viewed as a safeguarding, as well as a health concern.

## 7. Record Keeping

A written record will be kept of all medicines administered to students on each occasion that this takes place and will document relevant information and be signed by staff. This entry will also be entered onto the School's Management Information System (SIMS).

## 8. Staff Training and Support

When school staff become aware (via Parent or School Nurse) of a specific medical condition, which may need either a IHCP or specific actions relating to care, efforts will begin in order to put in place arrangements so that school staff providing medical support to a student with a medical condition will be suitably informed and trained.

School will seek advice and guidance from key stakeholders through their supporting roles and responsibilities to ensure identified needs and training requirements are met and information available to school - this will include parents / carers, students and professionals. Precise arrangements will naturally vary on a case by case basis but details of required support will be logged on the IHCP.

Some Headlands School staff are designated and qualified Emergency First Aiders and can support staff and students when necessary, involving parent/carers as appropriate. The School Business Operations Officer will maintain a list of current Staff who are Emergency First Aid trained.



Staff must not give prescription medicines or undertake health care procedures without appropriate training and necessary information. If there is any doubt or concern the relevant Year Leader or relevant first aid trained staff should be consulted in the first instance.

#### 9. Students Managing Their Own Medical Needs

Following agreement with and consent by parents/carers, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures in school.

Wherever possible, students will be allowed to carry their own medicines and devices or should be able to access their medicines for self-medication quickly and easily. Supervision to support students to take medication if required, will be available, following discussion and agreement with parents / carers

If students refuse to take medication or carry out a necessary procedure, staff will not force them to do so, but follow the procedures agreed in the IHCP. Parents will be informed as soon as is practicable, so that alternatives can be considered. The Headteacher and Designated Safeguarding Lead/Deputy Designated Safeguarding Leads will be advised.

Appropriate recording of the refusal will be made identifying the subsequent action taken, by whom and at what time. Depending upon the potential implications of any refusal to take medication, it may be necessary to contact emergency services and / or NHS helpline Tel: 111

#### 10. Safeguarding Concerns and Refusal to Taking Medication

The safeguarding implications (self and others) will be considered in the event of a refusal to comply with an agreed regime of medical support/prescribing - particularly if this impacts upon behaviour, mood or generates risk concerns.

#### 11. Managing Medicines on the Headlands School Site

Medication on the Headlands School site will be logged and stored safely and securely in the designated Student Services area and students with medical conditions will be made aware of storage, supervision and access arrangements. Access to stored medication will be restricted and overseen by the Student Services Team.

Where necessary, medicines will be stored in a dedicated refrigerator and always in line with manufacturer's recommendations with regard to storage requirements. Arrangements will be made directly with parents / carers to ensure the safe delivery to Headlands School, handover to Student Services and any subsequent removal of medication (as required)

Staff will accept only medication when it is supplied to the school in the original dispensed container and not re-packed in another container. It should be labelled with the name of the student, the name and strength of the medication, the dosage, the time, frequency and method of administration, the length of treatment, the date of issue and the expiry date. The medication should have been dispensed within the previous three months. Where students have more than one prescribed medicine, each should be in a separate container. Where appropriate, the administration of medication will be cross referenced with an IHCP.

Having to store large amounts of medication on site is discouraged at Headlands School and wherever possible, parents/carers are being requested to bring the required daily dose to school on a regular basis, covering limited or finite timescale (as in a defined course of treatment).

Headlands School policy is that school staff should not dispose of medication and we will look to parents/carers to work with school and assume responsibility for the removal and disposal of any out of date expired medication or medication that is no longer required by the student. School staff will contact parents to seek support and facilitate a return of the redundant medicines to the parent/carers. If parents/ carers do not collect unused or date expired medication within a reasonable time of being requested to do so, it will be communicated to parent/carer that the medication will be taken to the local pharmacist for safe disposal.

## 12. Prescribed Medication

It is expected that parents/carers will normally make every effort to administer medication at home and NO prescribed medication will be administered in school without the documented/written permission of parents, which is held on file.

Wherever possible, but in line with the prescribing regime, administration of medication will be timed to minimise impact upon lesson time. Students will be advised of where any medication is stored, access arrangements (scheduled and emergency) and who will administer it.

Headlands School strongly supports guidance that medicines should only be taken in school when essential - that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day. Headlands School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be administered in line with the advised prescribing regime outlined by health professionals.

A designated member of staff (usually the Student Services Team, Year Leader or nominated, trained alternative member of staff) when giving medicine to a student, will in a supervising and supporting role:

- Check the students name and prescribed dose and accompanying instructions on the container - ensuring the right student receives the right medicine
- Check expiry date
- Complete and sign the school record, to log the administration of the medicine

School will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on request of the parent / carer.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

## 13. Non-Prescribed Medication

Only administered with consent following agreement with parent - **generally, school staff should not administer non-prescription medication**

**NO STUDENT UNDER 16 SHOULD BE GIVEN ASPIRIN UNLESS PRESCRIBED BY A DOCTOR**

Parents/carers can authorise and supply appropriate pain killers for their child's use, but they would need to provide written instructions.

Staff supervising medication will be trained in Emergency First Aid and are supported by another appropriate adult to witness the administering of the medication. A record will be kept of medication taken by students in school and this is as agreed with and confirmed by parents. This information will be logged on the School's Management Information System (SIMS).

Particular care should be taken, as staff may not be aware, if the student has previously taken non-prescription medication and the effects this may have if the student is already taking other prescribed medication, to mitigate this risk, parents will always be contacted before the administration of non-prescribed medication.

#### 14. Day Trips Residential Visits and Sporting Activities

Staff on school trips should be made fully aware of the medical needs of students, the procedures for administration of medication and the relevant emergency procedures. Staff who remain concerned about whether they can ensure the student's safety or the safety of others on the trip must seek medical advice. Discussion should also take place with the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead, Educational Visit Coordinator and Headteacher to ensure that appropriate risk management and support plans are in place.

#### 15. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the student's IHCP, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Health Care Plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

#### 16. Insurance

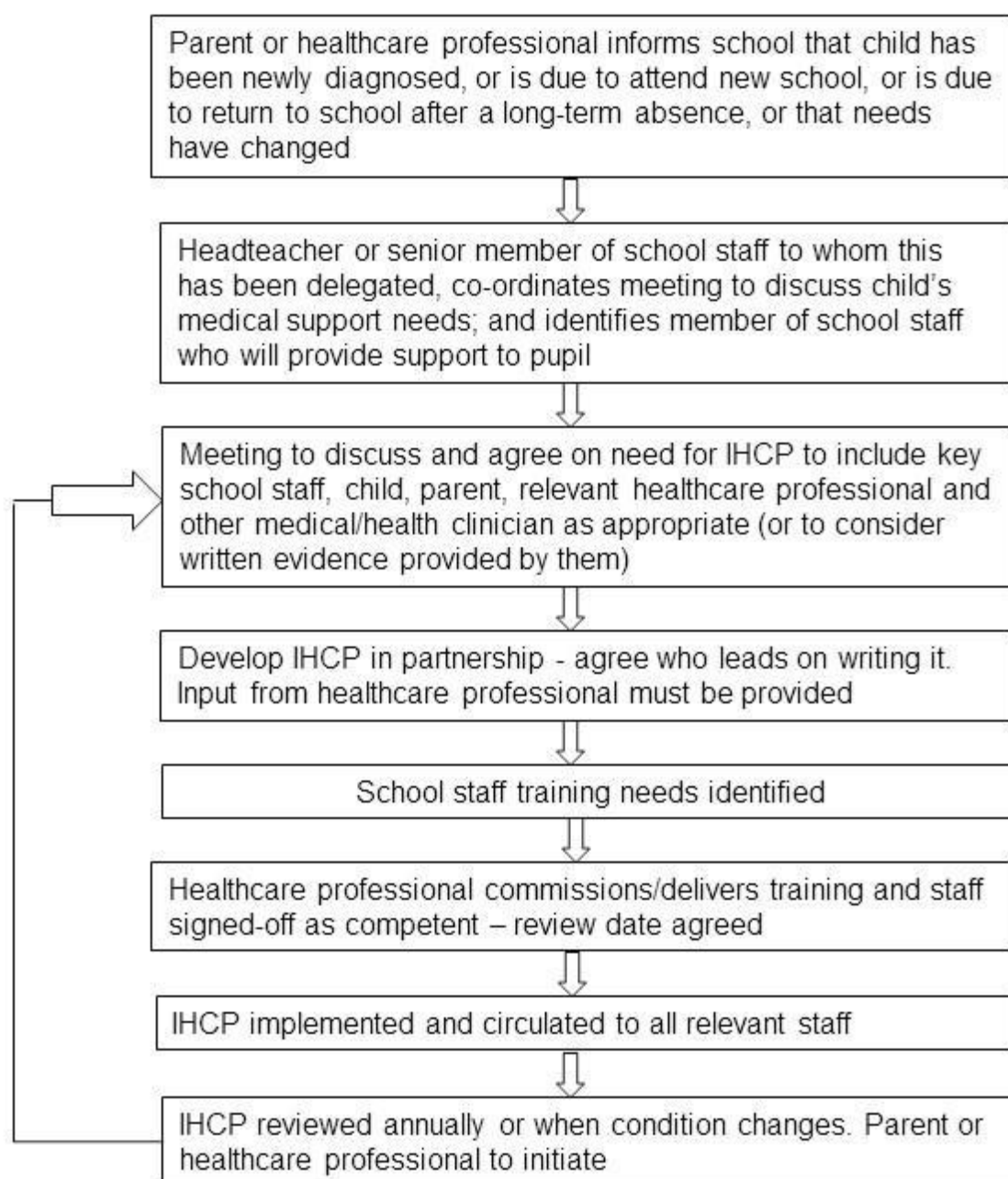
Staff who undertake responsibilities within this policy and individual IHCP's are covered by the school's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Headteacher.

#### 17. Complaints

In the event of dissatisfaction with medical support being provided, Headlands School Complaints Policy can be found on the school website or by emailing ([headlands.governors@headlandsschool.co.uk](mailto:headlands.governors@headlandsschool.co.uk)). Headlands School Senior Leadership Team is

committed to supporting students and parents / carers and would always encourage and welcome the opportunity to resolve any concerns through direct communication and where appropriate meeting.

## Appendix 1- Process for Developing Individual Health Care Plan



# Appendix 2 - Individual Health Care Plan (IHCP) Template

Name of school	
Child's name	
Group/class/form	
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	

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, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits/trips including Sporting Activities

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

Form copied to

## Appendix 3 - Roles and Responsibilities

Headlands School Governing Body ensures that

- this policy is developed, reviewed and implemented in order that students with medical conditions can participate fully in school life
- sufficient staff are competent and have received suitable training
- any member of school staff who volunteers to provide support to students with medical conditions is able to access all relevant information

The Headteacher ensures

- that the policy is developed and effectively implemented with partners
- that all staff are aware of the policy and understand their role in its implementation
- that all staff who need to know are aware of the child's condition
- that sufficient trained numbers of staff are available to implement the policy and requirements of IHCP's
- that the school's guidance on developing IHCPs is followed
- that staff are appropriately insured and are aware that they are insured to support students in this way
- that the school nursing service is contacted in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Parents and Carers

- should provide sufficient, up-to-date information about their child's medical needs and treatment
- should be involved in the development and review of their child's individual healthcare plan;
- should carry out any action they have agreed to as part of its implementation
- have prime responsibility for their child's health and are responsible for ensuring their child is well enough to attend school
- should, where possible, arrange with their doctor for medication to be administered outside of school hours
- should liaise with the identified member of staff to agree the school's role in helping to meet their child's medical needs
- are responsible for supplying written information about the medical condition and medication their child needs to take in school and letting the school know in writing of any changes to the prescription or its administration or to the support required
- should, where possible and required, arrange for a separate supply of medication for use in school
- should provide details of possible side effects, other special needs (e.g. dietary requirements, allergies etc.)
- Details of GP and any specialist's medical practitioners involved and emergency contact details
- are responsible for the supply, collection and disposal of medication



## The Individual Student Should

- be fully involved in discussions about their medical support needs and contribute as much as possible;
- comply with, their individual healthcare plan.

## The School Nurse

- if and when becoming aware, will notify the school when a child has been identified as having a medical condition which will require support in school. This should be at the earliest possible opportunity
- may support staff on implementing a child's individual healthcare plan and provide advice
- can liaise with lead clinicians locally on appropriate support for the child and associated staff training
- can be a source of advice and support in relations to students with medical needs

## Other Healthcare Professionals

- should notify the school nurse and school staff (Headteacher / SENCO / Pastoral Team) and work jointly when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans and support / advice for particular medical conditions

#### Appendix 4 - Record of IHCP and Medical Condition Requiring Support

Name	Medical Condition	IHCP Yes / No	IHCP    Last Review	IHCP    Next Review	Notes

## APPENDIX 5 - Parental Agreement for the School to Administer Medicine

### PARENTAL AGREEMENT FOR THE SCHOOL TO ADMINISTER MEDICINE

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

Name of pupil	
Date of birth	
Year group	
Medical diagnosis or condition	

#### MEDICATION INFORMATION

Names and types of medications (as described on the container)

Name of medication			
Type			
Dosage			
Any other instructions			

Medicines must be in the original container as dispensed by the pharmacy

Special precautions	
Are there any side effects that the school needs to know about?	
Self-administration (Asthma only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Procedures to take in an emergency	
GP Practice	
Any further information?	

#### CONTACT DETAILS

Contact name	
Telephone number	
Relationship to child	
Address	

I give consent for school staff to administer the above mentioned prescribed medication(s) to my child.

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school in writing of any changes in my child's condition/medication.

Parent/guardian signature	Date
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APPENDIX 6 - Record of Medication Administered

Name of school/setting								
Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Initials of staff	Print name	Date/Time/How were parents informed?

**RECORD OF SHORT TERM MEDICINES  
ADMINISTERED TO ALL CHILDREN**  
This form may also be used to record the administration of emergency adrenaline auto-injectors.