

Date of Issue	Supporting Pupils with Medical Conditions Policy	Policy Owner
September 2016		JHE
Review Date		
September 2018		

Statement of intent

Bedford Free School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Key roles and responsibilities

1. **The Governing Body is responsible for:**

- 1.1.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Bedford Free School.
- 1.1.2. 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.
- 1.1.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.1.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.1.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.1.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.1.7. Keeping written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- 1.1.8. Ensuring the level of insurance in place reflects the level of risk.

2. The Head of School is responsible for:

- 2.1.1. The day-to-day implementation and management of Supporting Pupils with Medical Conditions Policy and procedures of Bedford Free School
- 2.1.2. Ensuring the policy is developed effectively with partner agencies.
- 2.1.3. Making staff aware of this policy.
- 2.1.4. Liaising with healthcare professionals regarding the training required for staff.
- 2.1.5. Making staff who need to know, aware of a child's medical condition.
- 2.1.6. Developing Care Plans alongside medical professionals involved with the individual child
- 2.1.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Care Plans in normal, contingency and emergency situations.
- 2.1.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 2.1.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 2.1.10. Contacting the school nursing service in the case of any child who has a medical condition.

3. Staff members are responsible for:

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

4. School nurses are responsible for:

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

5. Parents and carers are responsible for:

- 5.1.1. Keeping the school informed about any changes to their child/children's health.
- 5.1.2. Completing a [parental agreement for school to administer medicine](#) form before bringing prescribed medication into school.
- 5.1.3. Providing the school with the medication their child requires and keeping it up to date.
- 5.1.4. Collecting any leftover medicine at the end of the course or year.
- 5.1.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 5.1.6. Where necessary, developing a Care Plan for their child in collaboration with the designated staff members and healthcare professionals.
- 5.1.7. Working with the school towards the best interests of their child.

6. Definitions

- 6.1. "Medication" is defined as any prescribed or over the counter medicine.
- 6.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 6.3. A "staff member" is defined as any member of staff employed at Bedford Free School, including teachers.

7. Training of staff

- 7.1. Teachers and support staff will receive training on Supporting Pupils with Medical Conditions Policy as deemed necessary with regards to students with medical conditions currently in the school.
- 7.2. Teachers and support staff will receive regular and ongoing training as deemed necessary with regards to students with medical conditions currently in the school as part of their development.

- 7.3. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 7.4. No staff member may administer drugs by injection unless they have received training in this responsibility
- 7.5. The Operations Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

8. The role of the child

- 8.1. Children will be encouraged to take responsibility for managing their own medicines and procedures.
- 8.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 8.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 8.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

9. Care Plans

- 9.1. Where necessary, a Care Plan will be developed in collaboration with the pupil, parents/carers, Pastoral Leads, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 9.2. Care Plans will be easily accessible whilst preserving confidentiality.
- 9.3. Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 9.4. Where a pupil has an Education, Health and Care plan or special needs statement, the Care Plan will be linked to it or become part of it.
- 9.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the education provider, school nurse and medical professionals to ensure that the Care Plan identifies the support the child needs to reintegrate.

10. Medicines

- 10.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 10.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a [parental agreement for a school to administer medicine](#) form.

- 10.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 10.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 10.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 10.6. 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.
- 10.7. Where applicable a maximum of four weeks supply of the medication may be provided to the school at one time.
- 10.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 10.9. Medications will be stored in the Medical Room.
- 10.10. Any medications left over at the end of the course will be returned to the child's parents.
- 10.11. Written records will be kept of any medication administered to children.
- 10.12. Pupils will never be prevented from accessing their medication.
- 10.13. Bedford Free School cannot be held responsible for side effects that occur when medication is taken correctly.

11. Emergencies

- 11.1. Medical emergencies will be dealt with by one of the school's qualified First Aiders
- 11.2. Where a Care Plan is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency
- 11.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 11.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

12. Avoiding unacceptable practice

12.1. Bedford Free School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to Student Reception alone if it is deemed that they are too ill to make it there safely
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition (medical evidence will be required).
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

13. Insurance

13.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

13.2. The school is insured under the Zurich Select for Schools policy and has both public and employers liability insurance

13.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

14. Complaints

14.1. The details of how to make a complaint can be found in the School's Complaints Procedure

1

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.

2

- Pastoral Lead co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.

4

- Develop Care Plan in partnership with healthcare professionals and agree on who leads.

5

- School staff training needs identified.

6

- Applicable training delivered to staff - review date agreed.

7

- Care Plan implemented and circulated to relevant staff.

8

- Care Plans reviewed as needed (e.g. when a condition changes). Parent/carer or healthcare professional to initiate. (Back to 3.)



Caldwell Street
 Bedford
 MK42 9AD
 Tel: 01234 291214
 Email: info@bedfordfreeschool.co.uk

Parental agreement to administer medicine

Bedford Free School will not give your child medicine unless you complete and sign this form.

Name of Child	
Date of birth	
Year Group	
Medical condition or illness	

Medicine

Note: Medicines must be in the original containers as dispensed by the pharmacy.

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry Date	
How much to give	
When to be given	
Any other instructions or storage details	
Are there any side effects that the school needs to know about?	
Procedure to take in an emergency	

Contact Details

Name	
Address	
Daytime contact number	
Email address	
Relationship to child	
Name and contact number of doctor	

By signing this form I agree to the following terms and conditions:-

- I understand that I must deliver the medicine personally to Student Reception at Bedford Free School.
- I accept that this is a service that the school is not obliged to undertake.
- I understand that I must notify the school of any changes in writing.
- I understand that this agreement will be reviewed regularly by the school and the service may be withdrawn at any time without notice.
- I agree for above details to be passed to the School NHS Nurse connected to the Bedford Free School in order that he/she may draw up a Health Care Plan to assist my child. (If appropriate)

Signed Date

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01234 332299**
- Your name.
- Your location as follows: **Bedford Free School, Cauldwell Street, Bedford, MK429AD**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.