



Balksbury Federation

Supporting Children with Medical Conditions Policy

Introduction

In line with the duty, which came into force on 1st September 2014, to support children at school with medical conditions we are committed to ensuring that all children with medical conditions (both physical and mental health) are properly supported at The Balksbury Federation. This is so that they can play a full and active role in Federation life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our Federation because arrangements for their medical condition have not been made.

We will ensure that the children's health is not put at unnecessary risk from e.g. infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy is reviewed regularly and is readily accessible to parents and Federation staff.

Policy implementation

The named person, who has overall responsibility for policy implementation, is **Miss S. Bodinham** (SENDCO).

She will:

- Ensure that sufficient staff are suitably trained
- Ensure that all relevant staff will be made aware of the child's condition
- Cover arrangements in case of staff absence to ensure someone is always available
- Carry out risk assessments for all medical conditions for all Federated visits off site. Teachers organising an activity must liaise with her prior to the activity
- Monitor Individual Healthcare Plans (IHPs)

Identifying that a child has a medical condition

We aim to identify children with medical needs on entry to the Federation, by working in partnership with parents/carers.

When registering for a place at our Federation, we ask parents/carers to complete a health questionnaire.

When we are notified that a child has a medical condition, we will:

- Make arrangements for any staff training or support
- Make every effort to ensure that arrangements are put in place as soon as possible
- Not wait for a formal diagnosis before providing support to children

For those children with medical needs who are transferring from the Infant school to the Junior school, there will be a meeting in order to share information about the condition and what arrangements need to be in place. This meeting will usually be held in the summer term and will include the parents, SENDCO, relevant staff from the Junior school and the child (when appropriate).

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual Healthcare Plans (IHPs)

Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or a more complex medical condition, will be asked to complete an Individual Healthcare Plan (IHP).

It is a legal requirement that this is updated annually. We will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

An IHP requires information about:

- The **medical condition, its triggers, signs, symptoms and treatments**
- The **child'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. crowded corridors
- Specific **support for the child's educational, social and emotional needs** – e.g. how absences will be managed, use of rest periods, support in catching up with lessons or ELSA
- The **level of support** needed (N.B. 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 Federation **needs to be aware** of the child's condition and the support required
- **Arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the child during school hours**
- Arrangements or procedures required for **school trips** or other Federation activities outside of the normal Federation timetable that will ensure the child can participate, e.g. risk assessments
- **What to do in an emergency**, including who 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 IHP

Roles and Responsibilities

The Governors must:

- Ensure arrangements are made to support children with medical conditions in the Federation
- Ensure that a policy for supporting children with medical conditions in the Federation is developed and implemented
- Ensure that sufficient staff have received suitable training
- Ensure that children with medical conditions are supported to enable the fullest participation possible in all aspects of Federation life

The Headteacher must:

- Ensure that staff are appropriately insured and are aware that they are insured to support children in this way
- Ensure that there are enough trained numbers of staff available to implement the policy and deliver all IHPs, including in contingency and emergency situations

The SENDCO must:

- Ensure that the Federation's policy is developed and effectively implemented with the relevant partners
- Ensure that all staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation

- Ensure that all staff, who need to know, are aware of the child's condition
- Organise sufficient and suitable training for relevant staff so they achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- Have overall responsibility for the development of IHPs
- Liaise with the relevant health professionals for advice and support e.g. epilepsy/diabetic nurse

The Staff must:

- Receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- Know what to do and respond accordingly when they become aware that a child with a medical condition needs help
- Ensure that children with medical conditions are supported to enable the fullest participation possible in all aspects of Federation life
- Be aware of the policy for supporting children with medical conditions and understand their role in its implementation
- Ensure that all staff who need to know are aware of the child's condition. This includes when handing over information to the next class in July/September

Any member of staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of children with medical conditions that they teach.

The Admin office will:

- Store the medicines in a secure location
- Keep records of all necessary paperwork e.g. medicines administered etc.
- Ensure that medicines are up to date and notify parents in advance should they need replacing

Parents should:

- Provide the Federation with sufficient and up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the Federation that their child has a medical condition.
- Be involved in the development and review of their child's IHP, and carry out any action they have agreed to as part of its implementation
- Provide the appropriate medicines and equipment
- Replace medicines before they are due to expire
- Ensure they or another nominated adult are contactable at all times

The child's role in managing their own medical needs

Children with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical needs and contribute as much as possible to the development of, and comply with, their IHP.

Where possible, and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. We see this as an important

step towards preparing children for the next stage of their education. This will be recorded in their IHP.

Staff training and support

Staff are supported in carrying out their role to support children with medical conditions through appropriate training. Training needs are assessed regularly and training will be accessed through HTLC or other professionals e.g. diabetic/epilepsy nurses

Any member of the Federation staff providing support to a child with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within IHPs).

When a child returns to school after a serious illness

If a child has been absent from school for a period of time because of a serious illness, the Federation will:

- Arrange a meeting with the parents (and child where possible) prior to the child returning to school, to discuss the support and any arrangements that are needed for the child to return successfully. This meeting will usually take place at the child's home
- Create a Learning Provision Plan (LPP), which will detail the support and arrangements that are needed to support the child in returning to school
- Follow any recommendations and guidance from the relevant health professionals
- Arrange weekly review meetings with the parents to adapt the support and arrangements in place, so that the child is able to return to school full time

Managing medicines on federated premises

At our Federation:

- Medicines will only be administered at the Federation when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent
- We will never give medicine containing aspirin unless prescribed by a doctor
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken
- Parents will always be informed
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- We will only accept prescribed medicines if they are:
 - **In-date**
 - **Labelled**
 - **Provided in the original container as dispensed by a pharmacist**
 - **Include instructions for administration, dosage and storage.** (*N.B. The exception to this is Insulin, which must still be in date, but will generally be available to schools inside an Insulin pen or a pump, rather than in its original container*)
- All medicines will be stored safely
- Children will know where their medicines are at all times and will be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing kits and adrenaline pens will be always readily available to children and not locked away, including when children are outside the school premises, e.g., on school trips.

- Medicines and devices such as asthma inhalers, blood glucose testing kits and adrenaline pens will be stored in the child's classroom in an easily accessible but secure location e.g. cupboard or shelf
- Medicines and devices such as asthma inhalers, blood glucose testing kits and adrenaline pens will only be administered by staff who have received appropriate training e.g. paediatric first aiders or those staff who have received training from a medical professional (Diabetic Nurse/Epilepsy Nurse etc.)
- When no longer required, medicines will be returned to the parent to arrange for safe disposal
- Sharps boxes will always be used for the disposal of needles and other sharps
- We will keep a record of all medicines administered to individual children, stating what, how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school and shared with parents

Controlled drugs

For some children it may be necessary for them to be prescribed a controlled drug. In those instances the following will apply:

- All medicines will be kept securely in the Admin Offices and children are not permitted to self-administer their medication unless by special request from a parent on a case by case basis
- Controlled drugs will be securely stored in a non-portable container in the Admin offices in each school, which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner
- Staff nominated by the Leadership Team (Headteacher, Deputy Headteachers and SENDCO), will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions

Non-prescribed medicines

At the Federation, we will not administer non-prescription medicines, unless a parent provides proof that it is needed. If so, the procedures for administering medicines will be followed.

Storage

Where medicines need to be refrigerated, they will be stored in a dedicated refrigerator in each school in a clearly labelled container. There must be restricted access to a refrigerator holding medicines.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate.

Medicines such as asthma inhalers, blood glucose testing kits and adrenaline pens will always be readily available to children and not locked away. They will be stored in the child's classroom in an easily accessible but secure location e.g. cupboard or shelf. We will also ensure that they are readily available when outside of the Federation premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines.

We will return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/carers will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged through the parents of the child using it, who will remove them from site as required.

Record keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed.

These records are kept by the Admin Officers and are monitored by the Leadership Team.

Emergency procedures

Where a child has an IHP, this will clearly define what constitutes an emergency and provides a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the Federation know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital by car, and a parent cannot attend in the timescale, a member of the Leadership Team and one other member of staff who is first aid trained, will take the child and stay with them until their parent(s) arrives. If a child needs to go to hospital by ambulance, the Federation will liaise with the paramedics (taking any relevant medical information, care plans etc. that the school holds).

A copy of the Contacting Emergencies Services form, provided by the DfE, can be found in each school's main office near the telephone.

Day trips, residential visits and sporting activities

We always actively support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Unacceptable Practice

As a Federation we believe it to be unacceptable practice to:

- Prevent children from:
 - Easily accessing their inhalers/medication
 - 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 IHPs
- 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 children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or 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 Federation is failing to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of Federation life, including school trips, e.g. by requiring parents to accompany the child

Defibrillator

There is a defibrillator located in both schools in the event of an emergency.

Infant School – Back Admin Office on shelf near the phone

Junior School – Admin Office on shelf to the right of the phone

Liability and Indemnity

Staff at the Federation are covered under the County Council insurance.

The County Council is self-insured and has extended this self-insurance to cover Federation staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that the Federation:

- Has parental permission for administering medicines
- Has appropriate risk assessments in place
- Staff will have had training on the administration of the medication or medical procedure

Complaints

If a parent has a complaint about how their child's medical condition is being supported in the Federation, they should contact the Headteacher in the first instance.

If for whatever reason this does not resolve the issue, they may make a formal complaint via the Federation's complaints procedure. For further information please see the Complaints Policy.

Policy Review: Summer 2025