



Supporting Pupils at School with Medical Conditions Policy

1. General

Most students will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other students have medical conditions that, if not properly managed, could limit their access to education. Such students are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk. It is recognised that, in addition to the educational impacts, there are social and emotional implications associated with medical conditions. Reintegration back into school after an extended period of absence, for instance, should be properly supported.

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.

2. Support for Pupils with Medical Needs

Parents or carers have prime responsibility for their child's health and should provide Stratford Girls' Grammar School with information about their child's medical condition. Parents, and the student if she is mature enough, should give details in conjunction with their child's GP as appropriate.

2.1. The Governing Body is responsible for:

- The overall implementation of the *Supporting Pupils in School with Medical Conditions Policy* (hereafter referred to as the Policy) and related procedures of Stratford Girls' Grammar School.
- Ensuring the Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's *Complaints Policy*.
- Ensuring that all pupils with medical conditions are able to participate as fully as possible in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to pupils.
- Ensuring the level of insurance in place reflects the level of risk.

2.2. The Headteacher is responsible for:

- The day-to-day implementation and management of the Policy and related procedures of Stratford Girls' Grammar School.
- Ensuring the Policy is developed effectively with partner agencies as appropriate.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding specific training required for staff.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- Contacting appropriate services in the case of any child who has a medical condition.

2.3. The SENCO, Mrs Anthea Swales (reporting to the Headteacher), is responsible for:

- Being the first point of contact for parents of a child who has a medical condition. At transition into, and during a child's time at SGGGS, appropriate Main School Pastoral Support Officers or Sixth Form Administrator will disseminate information to Tutors, Pastoral Leads and First Aiders.
- Developing Individual Healthcare Plans (IHCPs) and reviewing these as appropriate.
- Ensuring staff who need to know, including cover staff and supply teachers as appropriate, are aware of a child's medical condition.

2.4. The Educational Visits Coordinator, Mr Neil Wilson, is responsible for:

- Ensuring Risk Assessments for school visits and other school activities outside of the normal timetable are completed.

2.5. Members of Staff are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons and related activities (including trips and visits).
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

2.6. Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a *Parental agreement for medicine to be administered in school* form (Appendix One), available from the school website, before bringing medication into school.

- Providing the school with the medication their child requires in a named container and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with Stratford Girls' Grammar School and healthcare professionals.

3. Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at Stratford Girls' Grammar School.

4. Training of staff

- Teachers and associate staff will receive training on the Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- Reception staff will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy. All first aid qualified staff are informed of the specific medical needs of students.

5. The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 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.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

6. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head of House, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

- Where a pupil has an Education Health Care Plan (EHC, ie as part of SEND arrangements), the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, Stratford Girls' Grammar School will work with the LA and appropriate organisations to ensure that the IHCP identifies the support the child needs to reintegrate.

7. Medicines

- Stratford Girls' Grammar School does not administer medicines to students as part of normal practice unless specific arrangements are in place.
- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 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 medicine to be administered in school* form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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.
- 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 four weeks supply of the medication may be provided to the school at one time.
- 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 *Drugs Policy*.
- Medications will be given to the Pastoral Office for storage.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Stratford Girls' Grammar School cannot be held responsible for side effects that occur when medication is taken correctly.

8. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Unless there is a significant medical requirement (for instance a wheelchair), students follow normal school procedures for fire, lockdown or evacuation. In the event a student has a significant medical disability, appropriate measures will be put in place to ensure their safety during an emergency situation.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - what constitutes an emergency.
 - what to do in an emergency.

- 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.

9. Avoiding unacceptable practice

Stratford Girls' Grammar School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to Reception alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- 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.

10. Insurance

- Staff members who undertake responsibilities within this policy 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 pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

11. Complaints

The details of how to make a complaint can be found in the *Complaints Policy*.