



**Supporting Students  
with Medical  
Conditions  
(Including Asthma)  
Policy**

**Approved: Summer 2015**

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# Supporting Students with Medical Conditions Policy

## **1. Policy statement and principles**

This policy is based upon the Department for Education statutory guidance document 'Supporting students at school with medical conditions' and the Department of Health 'Guidance on the use of emergency salbutamol inhalers in school' 2015.

This school is an inclusive community that aims to support students with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the school.

- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- All staff recognise an asthma attack and know what to do in the event of an asthma attack.

The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

The policy will be available on the school website and reviewed annually.

This school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

## **2. Roles and responsibilities**

The Governing Body – will ensure health and safety measures for staff and students, risk assessments are inclusive of students with medical conditions, the medical policy is kept up to date, report on medical policy success and improvement and provide indemnity to staff who volunteer to administer medication.

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The Headteacher – will ensure school is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure policy is implemented and kept up to date, ensure training for staff.

Parents and Guardians – will be responsible for informing school of any medical condition their child has, if they have an Individual Healthcare Plan, daily medical needs and for trips/residential, changes to condition, labelled medication.

Students – will be responsible for informing staff how their condition affects them.

All school staff – will be aware of triggers and symptoms of conditions and how to act in an emergency, know which students have a medical condition, allow students immediate access to emergency medication, communicate with parents if child unwell, ensure students have their medication when out of the classroom, be aware if students with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on students, ensure all students with medical conditions are not excluded unnecessarily from activities, ensure students with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions.

Other health professionals [(School Nurse, First Aider) – will help update school's medical policy, help provide regular training to school staff on common medical conditions, provide information about additional training, give immediate help to casualties in school, ensure ambulance or other professional help is called when necessary]

SENCo/Progress Co-ordinator and Leader of Inspire – will help update school's medical policy, know which students have SEN due to their medical condition, ensure teachers make arrangements if student needs special consideration, ensure students with medical conditions are not excluded unnecessarily from activities.

### **3. Individual Healthcare Plans**

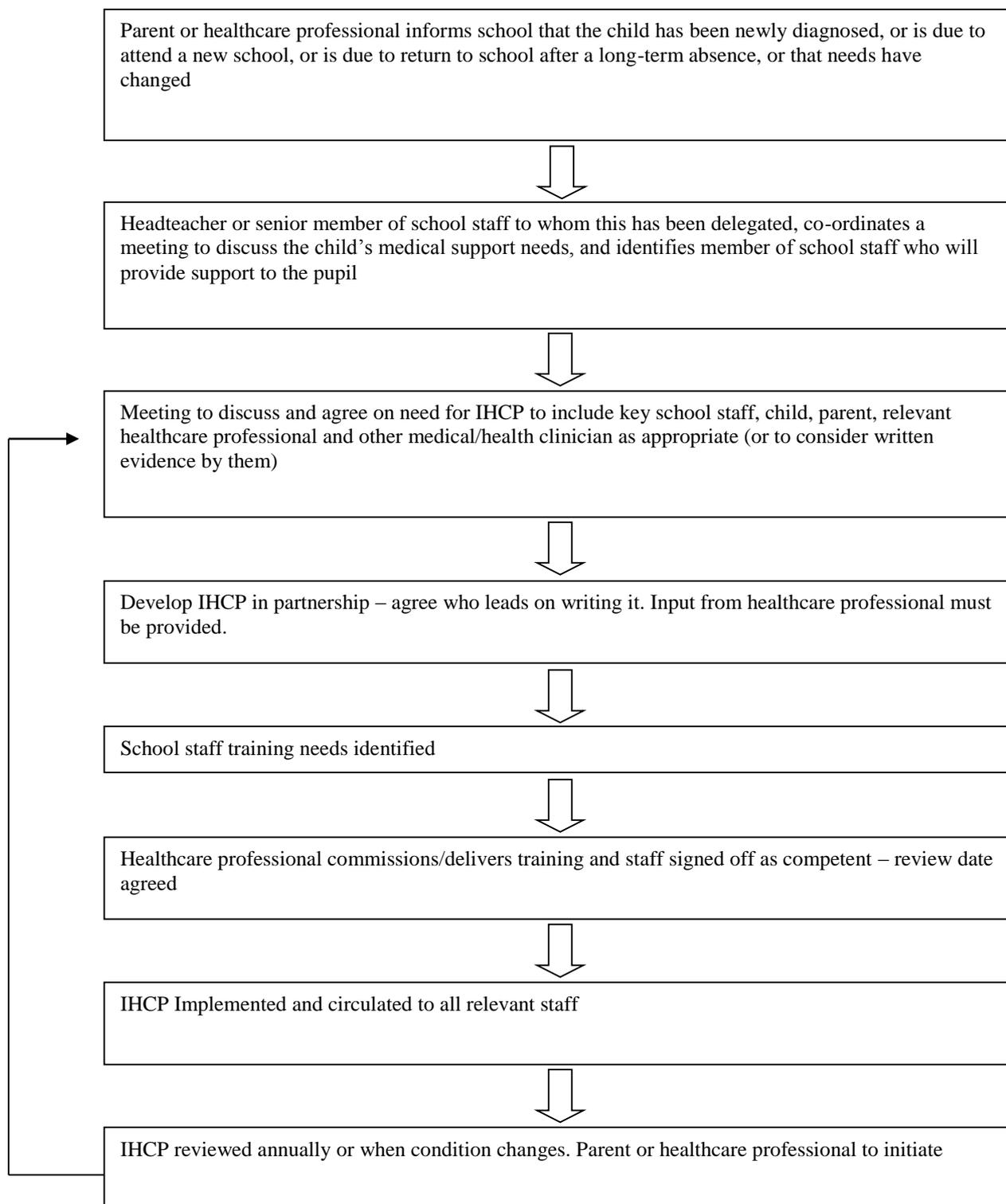
This school uses Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required. The Healthcare Plan will be agreed with parents and copies of the Plan will be circulated to all parties.

- If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.
- The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Individual Healthcare Plan together. Parents then return these completed forms to the school.

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- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs.

### Implementation of an individual healthcare plan:



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## **School Health Care Register**

The Healthcare Plan will be recorded on a register and reviewed termly or as required if earlier.

The Health Care request will be the responsibility of the SENCo.

## **Ongoing Communication and Review of Individual Healthcare Plans**

Regular reviews will take place to review individual Healthcare Plans as initiated by parents, health care professionals or school.

## **Storage and Access to Individual Healthcare Plans**

Healthcare Plans will be stored in the Assistant Headteacher's office in a locked cabinet.

### **Individual Healthcare Plans are used by this school to:**

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.
- Information regarding the content of the Healthcare Plan is a link document on SIMS. A note is added to 'Quick Note' to signpost the document.

## **4. Administration of medication**

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to students under the age of 16 with parental consent.

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- The Governing Body/is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the student can administer themselves) should be done under the supervision of a member of staff.

### **5. Storage of medication**

#### **Safe storage – emergency medication (EpiPens and salbutamol inhalers)**

- a. Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. Reception hold the keys for the locked cabinet. (Key is in a secure spot known to all first aiders).
- b. All students carry their own EpiPens and salbutamol inhalers at all times and a spare kept.
- c. Students are reminded to carry their emergency medication with them.

#### **Safe storage – non emergency medication**

- a. All non-emergency medication is kept in a lockable cupboard in the Medical Room.
- b. Students with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

#### **Safe storage – general**

- a. The First Aid Co-ordinator ensures the correct storage of medication at school.
- b. Three times a year the First Aid Co-ordinator checks the expiry dates for all medication stored at school.
- c. The First Aid Co-ordinator along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the students name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised students.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year or as appropriate.

## Supporting Students with Medical Conditions Policy

### 6. Record keeping

- Appendix 2 Individual Healthcare Plan is completed in conjunction with advice received from the Healthcare professionals.
- Forms A-E record parental agreement, administration of medicine and staff training.
- A register of all children that has been diagnosed with asthma or prescribed a relieve inhaler is held on SIMS and a copy is kept with the emergency inhaler.
- A record of use of the emergency inhaler is maintained and parents/carers are informed that their child has used the emergency inhaler.

### 7. In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.
- Bespoke training for staff will take place as required.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- All staff will be made aware of a students' individual Healthcare Plan via the SIMS system and briefing.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the student knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.
- All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the student who must take the responsibility to have it to hand at all times.
- Students are encouraged to administer their own emergency medication (e.g. epipen and salbutamol inhaler) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.

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- Students are encouraged to keep spare supplies of emergency medication in the Medical Room.
- For off-site activities, such as visits holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

### **8. Unacceptable Practice**

Our staff recognise that it is not 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare 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, eg by requiring parents to accompany the child. Complaints

### **9. Complaints**

If parents or students wish to complain how students with medical are supported, it should so by contacting the Headteacher, in the first instance. The matter may then be dealt with directly or referred to the Complaints Procedure.

## **APPENDIX 2**

**Individual Healthcare Plan**

Child's name: .....

Form Group: ..... Date of Birth: .....

Child's address: .....

.....

Medical diagnosis or condition: .....

**Clinic / Hospital Contact**

Name: .....

Phone number: .....

**GP**

Name: .....

Phone number: .....

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

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

Follow up care

Name of person completing this Healthcare Plan

Signed:  
(SLT Member)

Date:

### **Documents to be appended to the plan:**

Form A “Parental agreement for school/setting to administer medicine” must be completed when medicine is received by the school from the student’s parent / carer.

Form B “Request for child to carry her own medicine” must be completed if a student will carry their own medication with them.

Form C “Record of regular medicine administered to an individual child or self administered by an individual child” is specific to an individual student and should be kept with the medicine whilst the sheet is in current use and must be filed in the individual student’s medical file in the First Aid Room once the sheet is no longer in current use.

Form D “Record of medicine administered (as required) to any students – not daily medicines” must be completed by the member of staff each time they administer or provide medicines to any student on an “as required basis”.

Form E “Staff training record – administration of medicines” must be completed as a record of training. Staff must be trained and authorised before administering medicines.

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## **APPENDIX 3**

### **FORM A Parental/Carer agreement for school to administer medicine**

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

Review date	to be initiated by (staff name)
-------------	---------------------------------

Name of School North Chadderton School  
Name of Child: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Form Group: \_\_\_\_\_  
Medical condition/illness: \_\_\_\_\_

Name/Type of Medicine (as described on the container): \_\_\_\_\_

Dosage and method (specify if regular medicine or for emergency use): \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Are there any side effects that the school/setting needs to know about? \_\_\_\_\_

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency: \_\_\_\_\_

I understand that I must deliver the medicine personally to school clearly marked with student name/date of birth/tutor group

### **NB: Medicines must be in the original container as dispensed by the pharmacy**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

#### **Contact Details**

Name: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

<b>For School Use only</b>
Signature of Academy Headteacher (or nominated staff)
Date

## **APPENDIX 4**

### **Form B Request for child to carry his/her own medicine**

This form is to be used for **all prescription medicines** and may also be used for non-prescription medicines at the school's discretion.

#### **THIS SECTION OF THE FORM MUST BE COMPLETED BY PARENT / CARER**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Medicine: \_\_\_\_\_

Procedures to be taken in an  
emergency: \_\_\_\_\_

#### **Contact Information for Parent/Carer**

Name: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

I would like my son/daughter to keep his/her medicine on his/her for use as necessary. I understand that this medicine is for the sole use of my son/daughter and must not be supplied to anyone else.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

#### **THIS SECTION OF THE FORM MUST BE COMPLETED BY THE STUDENT**

I understand that I must keep this medicine safe I understand that this medicine is for my use only and I must not give it to anyone else to take.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**If school staff have any concerns with this request, it will be discussed with school healthcare professionals.**

#### **For School Use only**

Date Form Received .....

Signed .....

Print Name .....

Job Title .....

**APPENDIX 5**

**FORM C Record of regular medicine administered to an individual child or self administered by an individual child**

Name of School North Chadderton School

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Name and strength of medicine \_\_\_\_\_

Quantity received: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Date dispensed (Prescription medication) \_\_\_\_\_

Dosage and frequency of medicine  
(refer to FORM A): \_\_\_\_\_

Receiving staff signature and date \_\_\_\_\_

Date				
Time given				
Dose given				
Name				
Signature				

Date				
Time given				
Dose given				
Name				
Signature				

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Date					
Time given					
Dose given					
Name					
Signature					

Date					
Time given					
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Date					
Time given					
Dose given					
Name					
Signature					

Date					
Time given					
Dose given					
Name					
Signature					

## **APPENDIX 6**

**FORM D** Record of medicine administered (as required) to any students – not daily medicines

Use to record medicine administered to any students for treatment (as required), as spare medication when the child does not have their supply, or as emergency treatment.

NB these medicines must have been supplied by the child's parent/carer and FORM A must be completed.

**(This form is NOT for medicines which are taken on a daily basis by individual students – use FORM B)**

Date	Child's name and date of birth	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name



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## APPENDIX 7

### **FORM E** Record of Staff training– administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [ \_\_\_\_\_ ] has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated as per the suggested review date below.

Trainer’s signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_



## **APPENDIX 8**

Template: model letter inviting parents/carers to contribute to  
Individual Healthcare Plan development

Dear <Parent/Carer>

Developing an Individual Healthcare Plan for <student name>

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support the each student needs and how this will be provided. Individual Healthcare Plans are developed in partnership between the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all students will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely



**APPENDIX 9**

**SPECIMEN LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER  
USE**

Child's name: ..... Date of birth: .....

Form Group: .....

Date: .....

Dear .....

This letter is to formally notify you that ..... has had problems with  
his/her breathing today. This happened when .....

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use  
the emergency asthma inhaler containing salbutamol. They were given ..... puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the  
emergency asthma inhaler containing salbutamol. They were given ..... Puffs.

*(Delete as appropriate)*

Although they soon felt better, we would strongly advise that you have your child seen by your  
own doctor as soon as possible.

Yours sincerely,