



## **Tuition, Medical and Behaviour Support Service**

# **Supporting Students at School with Medical Conditions**

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<b>Responsibility:</b>	Greg Portman

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## Introduction

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that student's feel safe.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a student's medical condition, (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN code of practice.

Tuition, Medical and Behaviour Support Service wishes to ensure that students 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 December 2015 – "Supporting students at school with medical conditions".

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in Centre life, remain healthy and achieve their academic potential.

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

## Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

## Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

## **Responsibilities**

### **The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of TMBSS.
- Ensuring that the Supporting Students 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.

### **The Executive Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of TMBSS.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs) in consultation with Health Care Professionals.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

### **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students 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 student with a medical condition needs help.

**Parents and carers are responsible for:**

- Developing an Individual Healthcare Plan (IHCP) in liaison with Centre Staff for their child in collaboration with the Executive Headteacher, other healthcare professionals.
- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires 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.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

**Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

**School nurses and other healthcare professionals**

Contact will be made with the school nursing service when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. The school nurses may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

**Equal opportunities**

Our Service is clear about the need to actively support students with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so.

The Service will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

With the policy the following definitions will be used:

- "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 TMBSS, including teachers.

**Training of staff**

- Teachers and support staff who undertake responsibilities under this policy will be trained. On confirmation of a student commencing at TMBSS with a medical condition, the relevant healthcare professional will be contacted and training arranged for relevant staff – please see appendix 4.

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Centres will keep a record of training undertaken and a list of staff members qualified to undertake responsibilities under this policy.
- In some cases, written instructions from the parents and/or the medication container dispensed by the Pharmacist may be sufficient.

### **The role of the student**

- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher/trained adult.

### **Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Senior Leader, Centre Manager, Special Educational Needs Coordinator (SENCO) and medical professionals. This will be identified on School Registration Form and a formatted letter to parents (Appendix 6)
- IHCPs will be easily accessible within each Centre Medical Folder whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, 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, we will ensure that the IHCP identifies the support the child needs to reintegrate.

### **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student 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 consent/IHCP for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent.
- No child under 16 years of age will be given medication containing aspirin or ibuprofen 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.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be stored in a locked cabinet within the locked Administration Office of the Education Centres.
- Any medications left over at the end of the course will be returned to the child's parents or if more convenient disposed of safely at a pharmacist.
- Written records will be kept of any medication administered to children (Appendix 2).

- Students will never be prevented from accessing their medication.
- For medication that is required as and when necessary, before administering Centres would make a phone call home to check with parents/carers on each occasion to ascertain that the parent/carer is in agreement.
- TMBSS cannot be held responsible for side effects that occur when medication is taken correctly.
- Changes to instructions will only be accepted in writing.

### **Pain Relief – Paracetamol Only**

- Sometimes secondary students may ask for pain relief whilst in Centres.
- Staff should not give non-prescribed medication to students unless the parent has given permission. This is because they may not know whether the student has taken a previous dose or whether the medication may interact with other medications being taken.
- Parents/carers need to give permission for Centres to administer the pain relief by signing the School Registration Form.
- Before administering, Centres would make a phone call home to check with parents/carers on each occasion to ascertain that the parent/carer is in agreement. No paracetamol pain relief will be administered until parents/carers have given this verbal agreement.
- If paracetamol pain relief is administered, Centres will follow the manufactures dosage and administration requirements.
- This will be recorded on the students Record of Medicines form.
- Students should not keep pain relief in their own bags for the safeguarding of other students within each centre.
- If a student suffers from pain regularly the parents/carers will be encouraged to seek medical advice
- Pain relief should never be given to a student who has sustained a head injury.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency
  - What to do in an emergency
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Refusal or too unwell to take medication**

- If a student refuses to take medication as prescribed and requested by parents/carers the records will clearly state 'Refused' and the parents/carers informed immediately. No student will be forced to receive their medication.
- If a student is ill/injured and therefore unable to receive the agreed prescribed medication, the parents/carers will be informed. If the student vomits or has diarrhoea after receiving medication, parents/carers will be contacted so they can seek further medical advice.
- Wasted (medical dropped on the floor etc) will be recorded on the Record of Medicines form.

## Off-Site Activities

If medication is required during a school trip:

- There will be a designated member of staff with responsibility for the medication
- Medication will form part of the risk assessment including storage, administering, recording, IHCP and risk management

## Prescribed Medication taken at home

- If a student is taking prescribed medication at home and not in Centre, a record will be kept of this.
- Once per term, parents will be contacted to confirm that the data we hold is up to date and correct.

## Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The Service is insured through the Shropshire Council scheme and covers:

- Public Liability
- Employers Liability
- Officials Indemnity

In regard to medication, the insurance documents state:

Administration of medicines	Yes	Subject to being pre-prescribed by a medical practitioner and written guidelines. Via nasogastric tube, gastronomy tube or orally. Where this involves children, wherever possible parents/guardians should provide the medication prior to the child leaving home. A written consent form will be required from parent/guardian and this should be in accordance with LEA procedure on medicines in schools etc. Similar considerations should be given when asked to administer 'over the counter' medicines.
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## Unacceptable practice

TMBSS understands that the following behaviour is unacceptable:

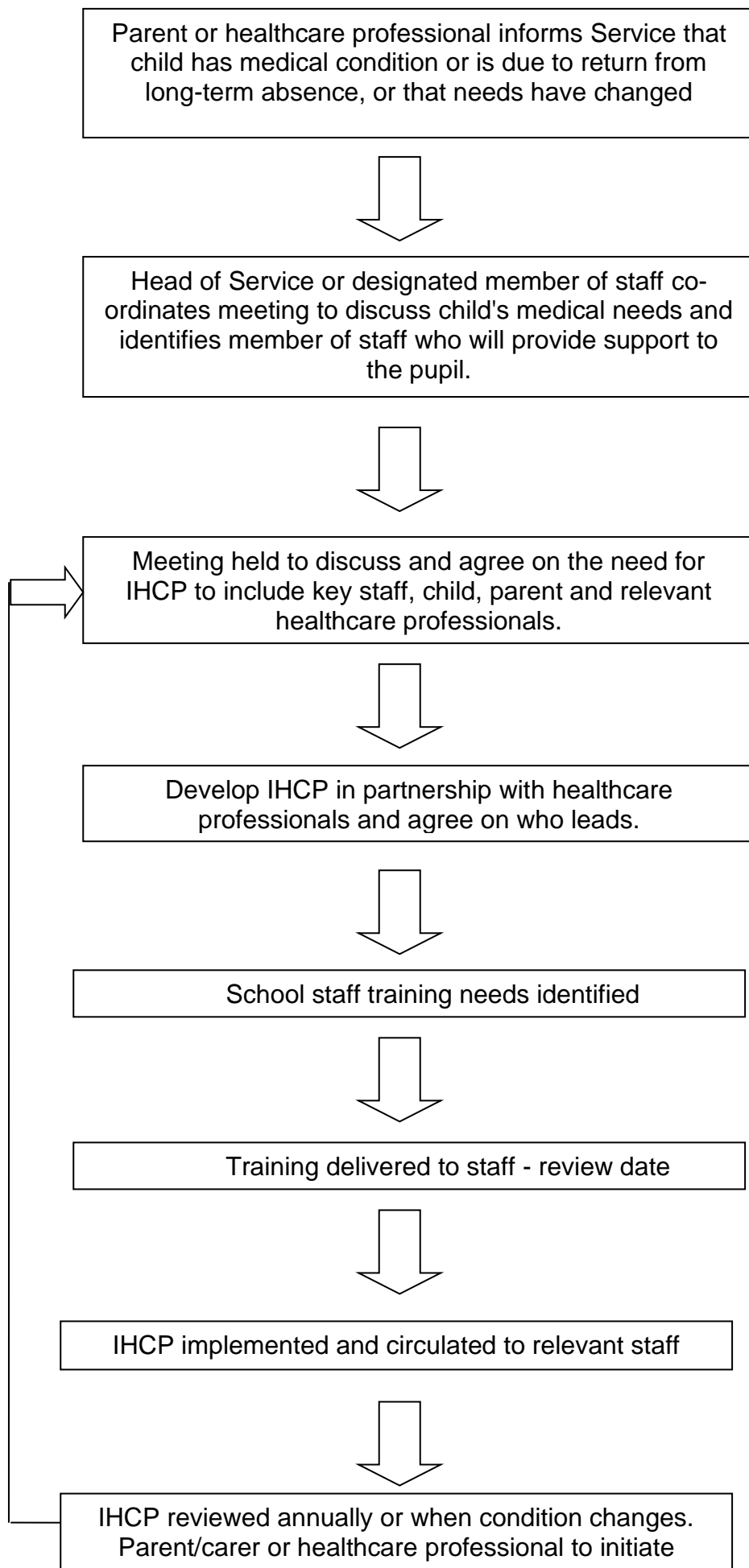
- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the school office alone if they become ill.
- Penalising students 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 students to eat, drink or use the toilet when they need to in order to manage their condition.



**Complaints**

Should Parents/Carers or students be dissatisfied with the support provided they should discuss their concerns directly with the Education Centre or Executive Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in TMBSS' Complaints Policy.

## Process for Developing an Individual Care Plan



## Appendix 1

### Tuition, Medical and Behaviour Support Service

#### Consent Form to Administer Medicines and Individual Health Care Plan

TMBSS staff will not give any medication unless this form is completed and signed.

Name of Child		Date of Birth	
Address			
Family Contact Name			
Family Contact Number(s)			
Relationship to child			
Medical Diagnosis or condition			
Education Centre			
Name of Medicine:			
Special precautions e.g. take after eating			
Are there any side effects that the school/setting needs to know about?			
Reason for medication			
Time of Dose		Dose	
Quantity/No. of tablets given to the Centre		Expiry date of medication	
Start Date		End Date	

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

This medication has been prescribed for my child by the GP/other appropriate medical professional whom you may contact for verification.

Name of Medical Professional	
Contact Number	

#### I confirm that:

I give my permission for the Head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed:	
Date:	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Daily care requirements

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

Arrangements for school visits/trips etc.

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 (if possible, parents/carers to offer training to staff)

Form copied to

**NOTE:**

**In the case of my child having an asthma attack whilst at school, should my child's school have an emergency salbutamol inhaler available, I am consenting for my child to be treated with this emergency salbutamol inhaler should their own inhaler be unavailable for use.**

## Appendix 2

### Tuition, Medical and Behaviour Support Service

#### Record of Medicine – Individual Student

Name of Child		Date of Birth	
Education Centre			
Name of Medicine:			
Special precautions e.g. take after eating			
Time of Dose		Dose	
Quantity/No. of tablets given to the Centre		Expiry date of medication	

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

Signature of parent \_\_\_\_\_

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

## **Appendix 3**

### **Tuition, Medical and Behaviour Support Service**

#### **Contacting Emergency Services**

**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
- your name
- your location as follows [insert Centre address]
- state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
- provide the exact location of the patient within the school setting
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
- put a completed copy of this form by the phone

**Contact Numbers**

**School Nurse for Tuition, Medical and Behaviour Support Service:**

Telephone: 01743 730090

Contact Victoria with any general queries. Victoria delivers staff training for asthma and epipen's.

**Diabetes Team**

Telephone: 01743 730090

The Team will deliver staff training and assist with the IHCP.

**Epilepsy Team**

Telephone: Telephone: 01743 730090

The Team will deliver staff training and assist with the IHCP.



## **Appendix 5**

### **Tuition, Medical and Behaviour Support Service**

#### **First Aiders within Centres**

##### **Bridgnorth Education Centre**

Melica Dewhurst  
Rebecca Watters  
Sian McGrory  
Simon Gaborel  
Daniel McEntee

##### **Harlescott Education Centre**

Rod Cubbin  
Ashley Francis  
Matthew Brown  
Karina Turner (Paediatric and First Aid at Work)  
Amanda Price

##### **Hook A Gate Education Centre**

Lisa Bloomer (Forest Schools First Aid)  
Sian McGrory  
Jim Maclachlan  
Charlotte Maclachlan  
Nicola Pearson  
Chloe Davies

##### **Ludlow Education Centre**

Adrian People  
Paul Street  
Nicola Pearson

##### **Oswestry Education Centre**

Shelley Morris  
Lisa Garside  
Daniel McEntee  
Phil Parkinson (Forest Schools First Aid)

##### **Sundorne Education Centre**

Adam Bloomer  
James Maclachlan  
Sian McGrory  
Martyn Foden  
Paul Street

##### **Outreach**

Alan Lacey

## Appendix 6

Dear Parent / Guardian

### Re: TMBSS Individual Health Care Plan

Thank you for informing us of your child's medical condition on his/her registration form.

As part of accepted good practice and with advice from the local PCT, hospital specialists, and the Department for Education & Skills, our school has established a 'Supporting Students at School with Medical Conditions' policy.

As part of this policy, we ask all parents / guardians of children with medical conditions to help us by completing an Individual Health Care Plan (IHCP) for their child/children. The completed Individual Health Care Plan will store important details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The Plan will help school staff to understand your child's individual condition and needs. Can you please be aware that it is your responsibility to tell the school about any changes in your child's medical condition throughout the academic year. We will work with you to complete the form and to update your child's IHCP held on file throughout their time with us.

#### Prescription Drugs

We would prefer children to have prescription drugs administered at home by parents/carers. Should it be necessary for your child to take a prescribed drug during school hours, we need you to bring the medicine into school, showing the original box with your child's name, prescribed date and dosage. Students do not have their own lockers so we are unable to guarantee secure storage. In order to keep your child's medication safe we will store them locked in a cabinet within the locked Centre office.

We also require you to collect the drugs at the end of the prescribed time. The responsibility to ensure that your child's medication has not expired is parental. We will take any out of date medication to a pharmacy for safe disposal.

#### Pain Relief

We do keep paracetamol painkillers in Secondary Centres for headaches or period pain. Should your child require these, we would need permission and your signature on the School Registration Form to administer these and we would make a phone call home to check with you on each occasion. We ask that students do not keep painkillers in their own bags for the safeguarding of other students within each centre. Passing prescribed medication to another student for their use is an offence.\*1

#### Asthma

All children with Asthma need to have prescribed by their GP an emergency metered dose inhaler and reliever medication. It is necessary for school staff to have access to this medication in order to treat a severe asthma attack correctly. It is best practice to treat a severe asthma attack with a volumatic spacer and reliever as only a metered dose inhaler is compatible for use with a spacer. All schools have access to a volumatic spacer and the asthma leads have been trained on their use in a severe attack. It is the responsibility of the parents to ensure that your child has their 'relieving' medication with them in school, that it is clearly labelled with their name and that it has not reached the expiry date.

Thank you for your help.

\*1 Taken from; 'Supporting students at school with medical conditions; Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, December 2015'.

## Appendix 7 - Head Injury Checklist

