



# Bishop Vesey's Grammar School

## Medical Conditions Policy

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### **AIMS OF THE POLICY:**

Bishop Vesey's Grammar School is committed to ensuring that the necessary provision is made for every pupil that has a medical condition. This policy is informed by the government's Statutory Guidance: Children and Families Act 2014 with the aim that all children with medical conditions, in terms of physical and mental health, are supported so they can have a full and active role in school life, remain healthy and achieve their academic potential.

The school will support pupils with medical conditions so that they have full access to education, including school trips and physical education. The school will consult health and social care professionals, pupils and parents to ensure that the individual needs of children with medical conditions are effectively supported.

The school understands that for some children with medical conditions, long term absences may occur. During such absences, the school will work with the family and child to prevent the child from falling behind academically. Heads of Years will arrange for work to be sent home and will liaise with Designated Safeguarding Lead. For extended absence the school will liaise with the hospital school James Brindley to establish whether home tuition is appropriate. Furthermore, the child will be supported when they return to school, for example through the form tutor and learning mentor.

Some children with medical conditions may also be disabled and/or have Special Educational Needs. In these cases, the school's Disability Equality Scheme, Accessibility Plan and SEN policies, informed by the Equality Act 2010 and statutory guidance on Special Education Needs 2014, will also be referred to.

### **IMPLEMENTATION:**

#### **Staff Awareness and Training:**

Our Designated Safeguarding Lead on the senior leadership team with lead responsibility and management, oversight and accountability for children with medical conditions is Kate Steadman. Along with the Head Teacher, Dominic Robson, and the Special Education Needs Co-ordinator, Matt Randle, she will ensure that all staff are suitably trained on an annual basis and made aware of the needs and condition of the children. Training will also be included in induction training of any new member of staff. Working with the Cover Supervisor, Aine Parize, supply teachers will be given guidance regarding the medical conditions of children they come into contact with.



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### **NOTIFICATION OF A PUPIL WITH A MEDICAL CONDITION:**

When the school is notified that a pupil has a medical condition, the school will:

- Provide relevant training and advice for all staff
- Liaise with parents, the pupil and health and social care professionals, including the child's previous school if during a transitional period, to write an Individual Health Care plan.
- The Individual Health Care Plan will be available only to staff.
- A child's Individual Health Care plan will be reviewed at least annually or before if evidence is presented that the child's needs have changed.
- If the child also has a special educational need, the Individual Health Care plan will be linked to the child's statement or Education Health Care plan.

Process for developing Individual Health Care Plans:

### **ADMINISTRATION OF MEDICINE:**

Staff at Bishop Vesey's will adhere to the following:

- medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- no child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;
- a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed;
- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- Bishop Vesey's Grammar School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container;
- all medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately.



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Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises eg on school trips;

- a child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school;
- school staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted;
- when no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps;
- a written record of any medicine administered to the child will be kept in Main School Office in the pupil's school file.

### **SELF-ADMINISTRATION:**

Bishop Vesey's Grammar School is aware some children are competent in managing their own health needs and medicines. After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans. . Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. The school is aware that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision



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### UNACCEPTABLE PRACTICE:

The school recognises that it is not generally acceptable 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 eg hospital appointments;
- prevent pupils 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.

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

**Date agreed by Governing Body: 7 July 2014**

**Signature:**

**Review Date: July 2015**



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### APPENDICES:

#### 1) INDIVIDUAL CARE PLAN

NAME OF SCHOOL    BISHOP VESEY'S GRAMMAR SCHOOL

CHILD'S NAME

FORM

DATE OF BIRTH

CHILD'S ADDRESS

MEDICAL DIAGNOSIS OR CONDITION

DATE

REVIEW DATE

FAMILY CONTACT INFORMATION

NAME

PHONE NO. (WORK)

(HOME)

(MOBILE)

NAME

RELATIONSHIP TO CHILD

PHONE NO. (WORK)

(HOME)

(MOBILE)

CLINIC/HOSPITAL CONTACT

NAME

PHONE NO.

G.P.

NAME

PHONE NO.

WHO IS RESPONSIBLE FOR PROVIDING SUPPORT IN SCHOOL

SIGNATURE(S)

DATE

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

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

### **DAILY CARE REQUIREMENTS**

### **SPECIFIC SUPPORT FOR THE PUPIL'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**



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**WHO IS RESPONSIBLE IN AN EMERGENCY (STATE IF DIFFERENT FOR OFF-SITE ACTIVITIES)**

**PLAN DEVELOPED WITH**

**STAFF TRAINING NEEDED/UNDERTAKEN – WHO, WHAT, WHEN**

**FORM COPIED TO**

### **2) PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE**

Bishop Vesey's Grammar School will not give your child medicine unless you complete and sign this form, and has a policy that the staff can administer medicine.

**DATE FOR REVIEW TO BE INITIATED BY**



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**NAME OF SCHOOL** BISHOP VESEY'S GRAMMAR SCHOOL

**NAME OF CHILD**

**DATE OF BIRTH**

**GROUP/CLASS/FORM**

**MEDICAL CONDITION OR ILLNESS**

**MEDICINE**

**NAME/TYPE OF MEDICINE( AS DESCRIBED ON THE CONTAINER)**

**EXPIRY DATE**

**DOSAGE AND METHOD**

**TIMING**

**SPECIAL PRECAUTIONS/OTHER INSTRUCTIONS**

**ARE THERE ANY SIDE EFFECTS THAT THE SCHOOL/SETTING NEEDS TO KNOW ABOUT?**

**SELF-ADMINISTRATION – Y/N**

**PROCEDURES TO TAKE IN AN EMERGENCY**

**NB: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY**

**CONTACT DETAILS**

**NAME**

**DAYTIME TELEPHONE NO.**

**RELATIONSHIP TO CHILD**

**ADDRESS**

I understand that I must deliver the medicine personally to [agreed member of staff]

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 immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

3) Record of medicine administered to an individual child

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# **Bishop Vesey's Grammar School**

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**NAME OF SCHOOL    BISHOP VESEY'S GRAMMAR SCHOOL**

**NAME OF CHILD**

**DATE MEDICINE PROVIDED BY PARENT**

**FORM**

**QUANTITY RECEIVED**

**NAME AND STRENGTH OF MEDICINE**

**EXPIRY DATE**

**QUANTITY RETURNED**

**DOSE AND FREQUENCY OF MEDICINE**

**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**

**4) STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES**



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**NAME OF SCHOOL** BISHOP VESEY'S GRAMMAR SCHOOL

**NAME**

**TYPE OF TRAINING RECEIVED**

**DATE OF TRAINING COMPLETED**

**TRAINING PROVIDED BY**

**PROFESSION AND TITLE**

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

**TRAINER'S SIGNATURE**

**DATE**

I confirm that I have received the training detailed above.

**STAFF SIGNATURE**

**DATE**

**SUGGESTED REVIEW DATE**



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### 5) 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.

1. your telephone number
  2. your name
  3. your location as follows [insert school/setting address]
  4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
  5. provide the exact location of the patient within the school setting
  6. provide the name of the child and a brief description of their symptoms
  7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
  8. put a completed copy of this form by the phone
- 6) Model letter inviting parents to contribute to individual healthcare plan development



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Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils 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 pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, 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 children 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 health care 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 pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely