



## Heckmondwike Grammar School

**Policy:** Supporting Pupils with Medical Conditions

**Status:** Statutory

**Last revision by:** S Taylor

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**Open view on website:** External/Internal

Approved by:	Chair of Governors
Approval date:	May 2022

Action	Date	By whom
On secure website	May 2022	DJN
On public website (if applicable)	May 2022	LMS
In review schedule	February 2023	SAT



## HECKMONDWIKE GRAMMAR SCHOOL ACADEMY TRUST

### SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

HGS understands that it has a responsibility to welcome and support pupils with medical needs or conditions. We provide all children with the same opportunities and we will endeavour to ensure, as part of the Every Child Matters Agenda that they can:

- be healthy
- be safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

#### **Definition of pupil with medical needs:**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps for example finishing a course of medication.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils 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 pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

The policy and procedures aim to:

- Enable regular school attendance
- Inform Parents of the schools approach to taking medication during school hours
- To make clear individual responsibilities

#### **Related Policies and Legislation**

The policies and legislation detailed below are relevant and should be read alongside this policy:

- SEND Policy
- Health and Safety Policy
- Children's and Families Act 2014 section 100 (guidance Dec 2015)
- [www.gov.uk/guidance/equality-act-2010-guidance](http://www.gov.uk/guidance/equality-act-2010-guidance)

## Responsibilities

Parents or Guardians have prime responsibility for their child's health and should provide school with information about their child's medical condition. Parents, and the pupil if he/she is mature enough, should give details in conjunction with their child's GP or paediatrician, as appropriate. The school nurse and specialist voluntary bodies may also be able to provide additional background information for school staff.

Parents are responsible for:

- Making sure that their child is well enough to attend school
- Providing information on the treatment and care required.

School Governors have a responsibility to:

- Ensure this policy is adopted or adapted to reflect the actual arrangements in school
- Ensure the policy is formally communicated by specific training to all staff and that this is recorded on personal files and in compliance with data protection principles.
- Ensure that formal monitoring is undertaken to provide confidence that the policy is being followed as intended
- Where the governing body is the employer that suitable and appropriate insurance cover is obtained and in place
- Ensure someone is appointed to take the 'lead' on these issues in the school.

The Head Teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions or needs policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including children, as appropriate, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, local health care professionals, the local authority transport service, catering providers and local emergency care services
- Ensure the policy is put into action with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using Healthcare Plans
- Ensure confidentiality and compliance with data protection principles
- Identify the training and development needs of staff and organise for them to be met
- Ensure all temporary and new staff, including trainees and work placements and those on work experience, know the emergency procedures
- Delegate a staff member to check the expiry date of stored medicines kept at the school and maintain the onsite medical conditions or needs register
- Monitor and review the policy at least once a year, in accordance with legislation, local and national guidance and as appropriate with input from children, parents, staff and external stakeholders

- Report to governors, parents, children, staff and the local authority and other key stakeholders about the implementation, successes and areas for improvement of this school medical conditions or needs policy.

The Attendance and Welfare Officer has a responsibility to:

- Ensure that medicines stored in school are safe, secure and accessible in an emergency
- Check the expiry date of stored medicines kept at the school and maintain the onsite medical conditions or needs register and children's' healthcare plans.

All staff at the school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions or needs and know what to do in an emergency
- Understand the school medical conditions or needs policy
- Know which children in their care have a medical condition or need and be familiar with the content of the child's Healthcare Plan
- Allow all children where appropriate to have immediate access to their emergency medication. Maintain effective communication with parents including informing them if their child has been unwell
- Ensure children who carry their medication with them have it with them at all times including off site visits or where they may be relocated to another part of the school
- Be aware of children with medical conditions or needs who may be experiencing bullying or need extra social support
- Understand the common medical conditions or needs and the impact it can have on children (children should not be forced to take part in any activity if they feel unwell)
- Ensure all children with medical conditions or needs are not excluded unnecessarily from activities they wish to take part in
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at the school have a responsibility to:

- Be aware that medical conditions or needs can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions or needs.

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school. In the case of an accident at school, the First Aider / Student Attendance and Health Officer must complete an accident form and ensure that all witnesses have given full accounts of the circumstances surrounding the incident. (See form 5)
- When necessary, ensure that an ambulance or other professional medical help is called and as prescribed in the healthcare plan.

The catering provider has responsibilities to:

- Establish communications and training for all school food service staff and related personnel at school's where they operate
- Develop and review policies and procedures regarding the provision of special diets and severe food allergies
- To assist head teachers to determine whether a school meal can be provided to children with food allergies and/or food intolerances
- maintain contact information with vendors and purveyors to access food content information.

Catering staff have:

- have knowledge of menus, a la carte items, vending machines, recipes, food products and ingredients, food handling practices, cleaning and sanitation practices in relation to life-threatening allergies.

Lunch time support staff have:

- responsibility in the event of a suspected allergic reaction, to call the nearest trained volunteer in administering the Adrenalin auto-injector. In addition the emergency medical services will be called immediately. (999)

There is no legal duty that requires school staff to administer medication.

## Communication

The medical needs policy is regularly communicated via parental documentation and is accessible via the school's website. Staff receive advice and or training on medical issues, such as epilepsy, anaphylaxis etc, relating to pupils within the school. Individual Health Care Plans are drawn up, regularly reviewed and communicated to staff by the Student and Welfare Officer under the guidance of the Special Needs Co-ordinator. Healthcare plans are also attached electronically to the student's profile on the School Information Management Systems.

Should an emergency occur, procedures are in place so that medical staff in attendance can refer to the pupil's Health Care Plan.

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Approved by Governing Body: May 2022  
Proposed Review Date: May 2023

By: SAT

## Training & Emergency Procedures

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school and where they are based

A list of first aid trained staff is available at key points around the school e.g. Reception, Student Services and with the Deputy Head Pastoral. The Student and Welfare Officer co-ordinates first aid rotas.

If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Every effort will be made to send a member of staff with whom the child is familiar.

Should an ambulance need to be called, Main Reception will be responsible for making the telephone call and making a record that this has taken place on the student's SIMS record.

## Administration of Medication

- Staff will not give non-prescriptive medication to pupils
- If a child at school requires non-prescriptive medicine, parents/carers can come into Main Reception to administer it or complete a Form 4 (Parental Consent for administering medication), which will enable the student to go to the Student Attendance and Health Officer to self-administer their medication
- If a child is ill during a field trip and requires medication a member of staff should supervise the pupil and notify the Parents in writing that a dose has been given. Parents' permission for administering paracetamol will be sought beforehand in the consent form.

## Administration – Prescribed Medication

- If a child at school requires prescriptive medicine the school will not take any responsibility for administering it but requires the parent/carer to complete the Form 4 (Parental Consent for administering medication), giving the child permission to take their own medicine
- Alternatively parents can come into the school office to administer it.
- Prescriptive medication should only be taken to school when absolutely essential and left with the Student Attendance and Health Officer
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, **they** should notify the Special Needs Co-ordinator immediately
- All staff attending off-site visits are aware of any child with medical conditions or needs on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed

- If a child misuses medication, their own or another child's, their parents are informed as soon as possible. These children are subject to the school's usual disciplinary procedures.

### **Storage of Medication**

- All prescribed medicine should be stored with the Student Attendance and Health Officer, where it will be locked and documented. Students must go to her to administer their own medication, with the exception of those students who carry an EpiPen or inhaler on their person
- Emergency medication is readily available to children to administer it at all times during the day or at off-site activities.
- Subject to a risk assessment children who carry their own emergency medication should keep it securely
- Children whose healthcare professionals and parents advise the school that their child is not yet able, subject to their age or understanding, to self manage and carry their own emergency medication, know exactly where to access it
- The Student Attendance and Health Officer, along with the parents of children with medical conditions or needs, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. This includes all medication that children carry themselves
- Medication is stored in accordance with instructions, paying particular note to temperature
- If medication needs to be refrigerated, the medication must be stored in an airtight container and clearly labelled. Refrigerators used for the storage of medication are in a secure area inaccessible to unsupervised pupils or lockable as appropriate.

### **Safe-disposal of Medication**

- Parents have a responsibility to collect out-of-date medication
- If pupils use needles to self medicate, parents should obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes at the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the school or the child's parent
- Collection and disposal of sharps boxes is arranged through the Council.

## Record keeping

The school has clear guidance about record keeping which is in compliance with data protection legislation.

- Parents at the school are asked if their child has any health conditions or needs or health issues on the enrolment form, which is filled out at the start of each school year or session. Parents of children starting at other times during the year are also asked to provide this information on data checking sheets / enrolment forms
- Annually, a letter is sent out asking parents if their child has any short or long term medical conditions that we need to be aware of
- If medical conditions arise at other times in the school year, it is the parents' responsibility to inform the school.

## Health Care Plans

- The school uses a Healthcare Plan 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 Healthcare Plan if required
- A Healthcare Plan is completed for all children where additional support is required for the medical condition. Healthcare plans are utilised where students have long-term medical conditions or where students are experiencing short term conditions which may present symptoms that require treatment in school. This is completed and/or reviewed at the start of the school year or at enrolment or when a diagnosis is first communicated to the school by the parent
- It is a joint responsibility for the parent, healthcare professional, school and where appropriate, the child with a medical condition, to complete the child's Healthcare Plan together. The school should then implement and monitor its effectiveness
- For children with more complex medical conditions or needs and/or life threatening conditions or needs, an individual Healthcare Plan must be drawn up together with parents and other representatives (as appropriate). Parents are expected to provide information from the child's GP and/or consultant. It may be appropriate for the school to have a healthcare professional e.g. the school nurse or other representative e.g. school caterer, if required, to help draw up the Healthcare Plan or have a role in managing the child's condition
- If a child has a short-term medical condition that requires medication during school hours, a Form 4 must be completed by the parents, which will allow the student to self-administer. Any short-term condition Healthcare Plans are kept in a centralised register of children with medical needs at the school and are recorded on SIMS. The SENDCo oversees the register, with the Student Attendance and Health Officer taking day-to-day responsibility for its maintenance and accuracy
- Parents and children are provided with a copy of the child's current agreed Healthcare Plan



- All members of staff, including supply teachers, who work with groups of children, have access to the Healthcare Plans of children in their care via SIMS
- The school ensures that all staff protects the child's confidentiality, i.e. information is not left where non school staff can read it or details displayed on notices in public areas or as agreed with the parents.

### Residential visits

- Parents are sent a medical form prior to any residential trip which is to be completed and returned to the school in good time. This form requests details about the child's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the child manage their condition while they are away. This includes information about medication not normally administered by the school
- All medical forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the child's Healthcare Plan
- All parents of children with a medical condition attending an offsite visit or overnight visit are asked for consent
- It is essential a check is made to ensure children with asthma have their inhalers with them before the party leaves the school
- It is considered good practice to record any medication administered to the child during the residential. This record can then be given to the child's parents on return
- The school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Equality Act 2010 if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this will take precedence over equality legislation
- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. These should be shared with the parents. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

## Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. 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 pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets.

## Complaints

This policy will be kept under review and updated as necessary.

## Further advice and resources

### **The Anaphylaxis Campaign**

PO Box 275  
Farnborough  
Hampshire GU14 6SX  
**Phone 01252 546100**  
**Fax 01252 377140**  
**info@anaphylaxis.org.uk**  
**www.anaphylaxis.org.uk**

### **Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
**Phone 020 7786 4900**  
**Fax 020 7256 6075**  
**info@asthma.org.uk**  
**www.asthma.org.uk**

### **Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
**Phone 020 7424 1000**  
**Fax 020 7424 1001**  
**info@diabetes.org.uk**  
**www.diabetes.org.uk**

### **Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
**Phone 0113 210 8800**  
**Fax 0113 391 0300**  
**epilepsy@epilepsy.org.uk**  
**www.epilepsy.org.uk**

### **Long-Term**

#### **Conditions or needs Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
**Phone 020 7813 3637**  
**Fax 020 7813 3640**  
**info@ltca.org.uk**  
**www.ltca.org.uk**

#### **Department for Children, Schools and Families**

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
**Phone 0870 000 2288**  
**Text phone/Minicom 01928 794274**  
**Fax 01928 794248**  
**info@dcsf.gsi.gov.uk**  
**www.dcsf.gov.uk**

#### **Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 1900**  
**Fax 020 7843 6313**  
**cdc@ncb.org.uk**  
**www.ncb.org.uk/cdc**

#### **National Children's Bureau**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 6000**  
**Fax 020 7278 9512**  
**www.ncb.org.uk**

#### **Medical Conditions at School website**

<http://www.medicalconditionsatschool.org.uk>

## Form 1 Contacting Emergency Services

Request for an ambulance  Dial 999, ask for ambulance and be ready with the following information
1. Your telephone number
2. Give your location (insert location/address)
3. State what the postcode is
4. Give exact location on site if possible
5. Give your name
6. Give name of child and a brief description of child's symptoms If the child has a life threatening condition e.g. is having an anaphylactic attack tell the operator the child has ANAPHYLAXIS. This will prioritise the response from the emergency services
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

Please speak slowly and clearly and be ready to repeat information, if asked.  
Put a completed copy of this form by the telephone.



Form 2  
Individual Healthcare Plan

PHOTO HERE

Name:  
Form:  
Medical / Health Issue(s):

Name of school/setting	Heckmondwike Grammar School
Child's full name	
Group/class/form	
Date of birth	/ /
Child's address	
Medical diagnosis or condition	
Date	00 / 00 / 2022
Review date	00 / 00 / 2023
<b>Family Contact Information</b>	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	
<b>Clinic/Hospital Contact</b>	
Name	
Phone no.	
<b>G.P.</b>	
Name	
Phone no.	

### Form 3

Describe medical needs and give details of child's symptoms

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

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

**ALL STAFF - Signs to watch out for:**

**Actions to take should any symptoms be seen or reported:**

- Contact the Student Attendance and Health Officer immediately

**Student Attendance and Health Officer to take following action:**

- Log detail of incident on SIMS

Follow up care

Log details of incident on SIMS

Who is responsible in an emergency (*state if different for off-site activities*)

Student Attendance and Health Officer (Sharon Nicholson), or party leader for any school trip

Form copied to:

Student Attendance and Health Officer; Student SIMS record, Central List, Tutor, Parent/carer, Catering team

Please contact Jenny Bannister, SENDCo, as the first point of contact.

Revised: March 2022

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Proposed Review Date: May 2023

By: SAT

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### Form 3

### Record of medicines self-administered

Date	Student Name	Time	Name of Medicine	Dose	Any reactions

**Form 4**

**The Administration of Medicines in School**

**REQUEST FOR PUPIL TO CARRY AND ADMINISTER OWN MEDICATION**

This form must be completed by parents/guardians if they wish their child to carry his/her own medication.

Name \_\_\_\_\_ Form \_\_\_\_\_

Address

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

Condition or Illness:

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Name of Medication

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Start Date \_\_\_\_\_

End Date \_\_\_\_\_



Procedures to be taken in an emergency

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Contact Information:

Name \_\_\_\_\_

Daytime Telephone Numbers  
\_\_\_\_\_

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

I would like my son/daughter to keep his/her medication on him/her for use as necessary and I confirm that s/he may administer his/her own medicine

Or

I confirm that s/he may administer his/her own medicine but will require supervision

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

Full name (IN CAPITALS) \_\_\_\_\_

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



Form 5



**HECKMONDWIKE GRAMMAR SCHOOL  
ACCIDENT REPORT FORM**

Ref Number:

To be completed on the day the accident occurs by the Teacher in charge of the lesson/activity or the Duty Member of Staff if during break or lunchtime.

**The completed form to be forwarded to the Headteacher**

Full name of pupil:		Age: DOB:	Form:
Name of Parent/Guardian:		Emergency Contact Number:	
Home address of pupil:			
Postcode:			
Date of accident:	Time of Accident:	Location of accident:	
Nature and cause of accident (clear details should be given and a written statement attached if necessary):			
Description of personal injuries (so far as can be ascertained):			
When and by whom was the accident reported to you:			
Names and addresses of witnesses of the accident and also (if children) their ages:			
Witness 1 Address:		Witness 2 Address:	
Postcode:	Age:	Postcode:	Age:
Did the condition of any part of the school premises or equipment (e.g. school playground etc.) contribute in any way to the accident? If so, particulars should be given:			
Had any complaint bearing on the cause of the accident been made prior to its occurrence? If so, when and to whom:			
If the accident occurred in the playground what members of staff were in charge at the time? Did the negligence of any staff member of the school or Managers or Governors in any way contribute to the accident? If so, please give particulars:			



Is there any other relevant information, which you consider of importance:

Action:	treated by school staff:	taken home
	taken to doctors/clinic/hospital: by whom:	
	taken to restore the child to the parents:	

If pupil was not treated at school, please state how journey was made and if pupil was accompanied by whom, together with name and address of doctor in first attendance.

Report on progress of pupil:
Absence from school details:
Hospital/Doctors report:
Further information:

<b>I certify that to the best of my knowledge and belief, the foregoing particulars are true in every respect:</b>	
(Headteacher)	(Date)

Comments/follow-up/action needed on behalf of the school:
Any repairs needed to equipment following/caused by accident:

<b>RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</b>			
Was the accident reported to the HSE:			
Date reported:		By whom:	
Actions:			

**NOTES:**

1. In the event of a fatal accident the time and place of inquest should be stated. If this information is not available at the time of the report it should be forwarded as soon as possible.
2. It is important that, when necessary, pupils should receive prompt and adequate medical attention.
3. The pupil should normally be attended by the doctor with whom he or she is registered, but in the event of that doctor not being available or within reasonable access, the services of the nearest available National Health Service Doctor should be sought. Under Terms of Service, National Health Service Doctors are required to give emergency treatment in such circumstances, and shall not demand or accept remuneration in respect of such treatment.
4. In the event of medical attention having to be provided otherwise than under the National Health Service, on the direct instructions of a teacher and not via the parent or guardian, teachers should make it clear to doctors and to parents that the liability of the school will be limited to paying for the first attendance.

**Form 6**

**Staff training record - 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 \_\_\_\_\_ [*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 (please state how often)

Trainer's signature: \_\_\_\_\_

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

I confirm that I have received the training detailed above.

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

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

Suggested Review Date: \_\_\_\_\_