



Calday Grange
Grammar School

Supporting Students with Medical Conditions Policy

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1. STATEMENT OF INTENT

Calday Grange Grammar School 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 document 'Supporting pupils at school with medical conditions'

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

2. AIMS

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- The governing board will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of student's condition, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

The person with responsibility for implementing this policy is the Senior Pastoral Leader.

3. 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 students at their school with medical conditions.

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

This policy also complies with our funding agreement and articles of association.

4. DEFINITIONS

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

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

A "staff member" is defined as any member of staff employed at Calday Grange Grammar School, including teachers.

5. KEY ROLES AND RESPONSIBILITIES

Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to Calday Grange Grammar School staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

- To work with Calday Grange Grammar School to provide suitable training to staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

The Governing Body is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Calday Grange Grammar School.
- 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, where appropriate, all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Calday Grange Grammar School.
- Ensuring the policy is developed effectively with partner agencies.
- Making sure all staff are aware of this policy and understand their role in its implementation
- Ensuring the correct level of insurance is in place for school staff who support students in line with this policy.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

The Assistant Headteacher Pastoral/SENCO is responsible for:

- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a student's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Ensuring 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 students with medical conditions – checking the Special Concerns Register in the support area on the Google Drive.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Key staff will administer medication.
- 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:

- Keeping the school informed about any changes to their child/children's health.
- Carrying out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment This includes informing the school of any medication their child is taking, even if not administered during the school day.
- Completing a parental request for school to administer medication form (see appendix 2) 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.
- Where necessary, developing an Individual Healthcare Plan (IHP) (see appendix 5) for their child in collaboration with Assistant Headteacher Pastoral/SENCO.

6. EQUAL OPPORTUNITIES

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

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school 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.

7. TRAINING OF STAFF

- Teachers will be notified of any students who have medical conditions or who may need to take medication during the school day.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Assistant Headteacher Pastoral will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

8. THE ROLE OF THE STUDENT

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.

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Depending on the student's condition, some students may be allowed to carry their own medicines and devices (insulin, inhalers, adrenaline auto-injector (AAI)). Where this is not possible, their medicines will be located in the First Aid Bay.
- 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 member of administrative staff.

9. BEING NOTIFIED THAT A CHILD HAS A MEDICAL CONDITION

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

10. INDIVIDUAL HEALTHCARE PLANS

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to name of individual/role.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers, the Assistant Headteacher Pastoral/SENCO, and a relevant healthcare professional, such as a specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/name of individual/role with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments

- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements
- IHPs will be easily accessible whilst preserving confidentiality.
- Where a student has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, the school will work with the education provider to ensure that the IHP identifies the support the child needs to reintegrate.

11. MANAGING 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 student must complete and sign a parental agreement requesting the school to administer medicine - see Appendix 2.
- No student will be given any prescription medicines without written parental consent except in exceptional circumstances.
- No student will be given any non-prescription medicines without written parental consent except in exceptional circumstances.
- **(Before giving paracetamol)** There must be written consent to administer paracetamol (SIMS Parental consent) - Only standard paracetamol may be given, not combination drugs which may contain other drugs.
- **(Administering paracetamol)** Students can only be given one dose of Paracetamol during the school day. This will be as per the instructions on the packaging i.e. usually 1 x 500mg tablet for children aged 12 to 16 and 2 x 500mg tablets for students over 16. If this does not work and the student returns to first aid still feeling unwell, contact home. The responsible member of staff must witness the student taking the paracetamol and make a record of it. This should be accessible by teaching staff (SIMS). The student should be aware that Paracetamol should only be taken when absolutely necessary, that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the Administration office.
- Any medications left over at the end of the course will be returned to the student's parents.
- Written records will be kept of any medication administered to student.
- Students will never be prevented from accessing their medication.
- Calday Grange Grammar School cannot be held responsible for side effects that occur when medication is taken correctly.
- As part of their risk assessment prior to a school trip the lead teacher will explore the storage and administration of medicines.

12. TRIPS AND VISITS

- The Educational Visits Co-ordinator (EVC) is Mrs B James.
- Prescribed and non-prescribed medication forms must be completed for all residential visits.
- All medication must be clearly labelled and handed to the teacher in charge of medication on the visit.
- Staff will record time and date that medication is administered and students asked to sign to agree.
- All prescribed medication to be handed back to parents on return.
- Copies of medication spreadsheet to be returned to EVC and retained.

13. EMERGENCIES

- Medical emergencies will be dealt with under the school's emergency procedures.
- 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 student until their parents arrive. Staff will inform the emergency services of the known medication the student is taking.

14. AVOIDING UNACCEPTABLE PRACTICE

Caldy Grange Grammar School 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 medical room or 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 students 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.

15. MENTAL HEALTH

The school aims to support students who suffer with poor mental health in whatever guise this manifests. In school this could include:

- Teachers showing compassion and understanding with students
- Support from the Assistant Headteacher Pastoral.
- Work with a Learning Mentor
- Behaviour support
- School Counsellor

Caldy Grange Grammar School will work with the following outside agencies to support students:

- GP Services
- CAMHS
- A range of healthcare professionals
- Educational Psychologist

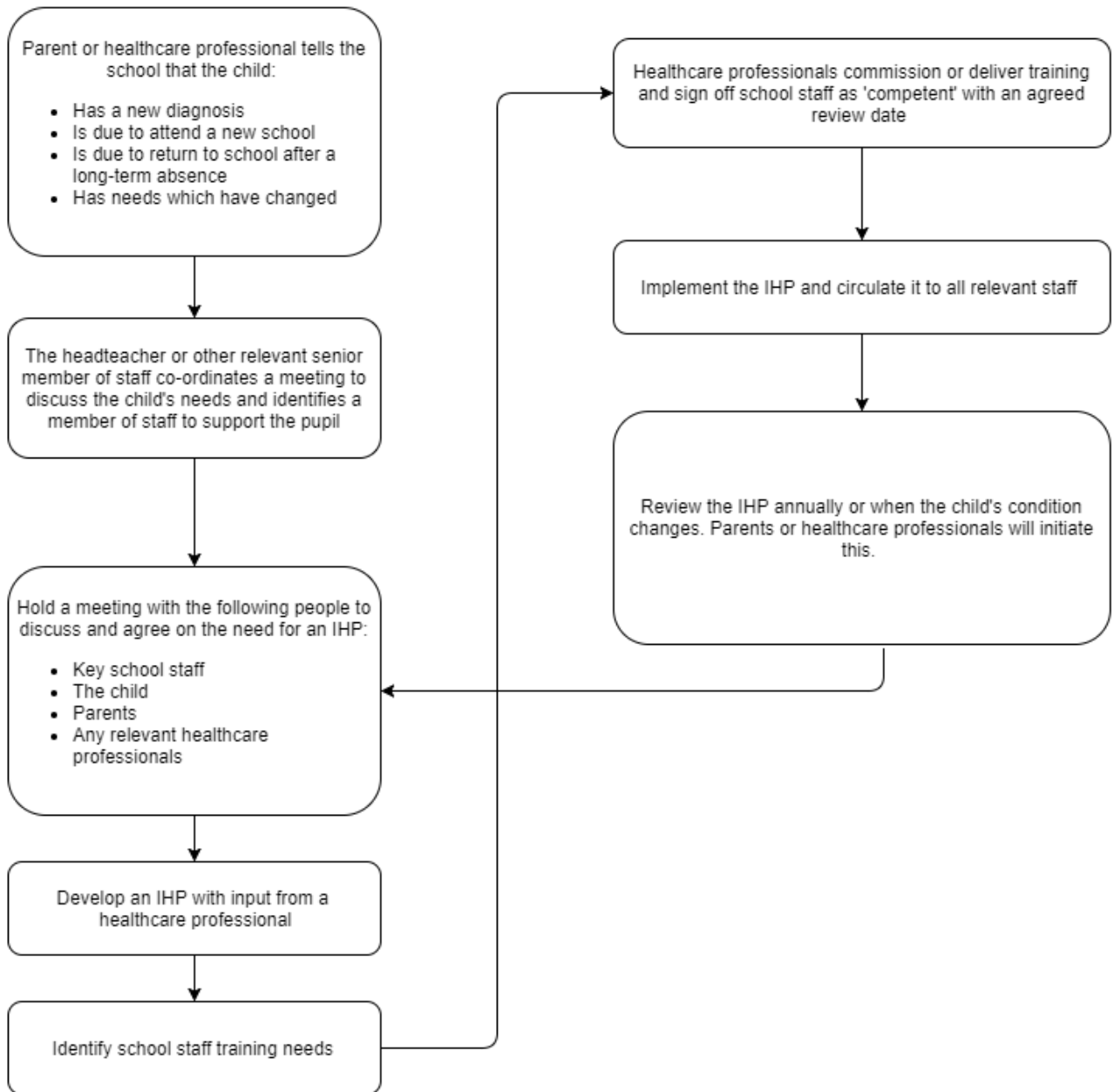
16. INSURANCE

Teachers who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Chief Financial Officer.

17. APPENDICES

1. Appendix 1 - Being notified if a child has a medical condition



2. Appendix 2 – Request to administer medicine form



Request to Administer Medicine

You must contact the school first if this is the first time this request is made. We are unable to administer medication unless you complete and sign this form. This form should be completed for all medication, whether prescription, herbal, or 'over the counter'.

DETAILS OF STUDENT:	
The student must be aware of when their medicine should be taken and that they should report to the First Aid Bay at the appropriate time(s).	
Surname	
Forename	
Date of birth	
Form group (if known)	
Medical condition or illness	
YOUR DETAILS:	
Name of person completing this form	
Relationship to student	
Daytime contact number	
MEDICATION:	
Medicines must be retained in the original container as dispensed by the pharmacy.	
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 should know about?	
Self administration?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Procedure to take in case of emergency?	
PARENTAL CONSENT:	
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school 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.	
I understand that I must deliver the medicine personally to:	(NAME OF ADMINISTERING STAFF)
SIGNATURE:	DATE:

SCHOOL USE ONLY	Form reference number: _____	
	Name	Date
Form and medication checked:		
Admin complete:		
Notify relevant people:		
Date of review and who:		

3. Appendix 3 – Administering of medicines procedure

Administering of medicines procedure

1. The member of staff should visually recognise the student, either visually or by using SIMS. If they cannot do so then another member of staff, who can visually identify the student, should do so.
2. The student should be asked his name, i.e. "What is your name?" They should not be asked "Is your name Joe Bloggs" for example. In the case of an emergency, where the student cannot answer for himself then this fact must be recorded on the incident report.
3. The medication label should also be checked for the correct name and date of birth (both of the student and medicine), and this should be compared with the parental request form. If there is any discrepancy then the medicine must not be given.
4. The expiry date, dosage, method and frequency of administration should also be checked against the label (if recorded) and parental request form.
5. The last time the medicine was given should also be checked on the record of administration.
6. The medicine can then be given, and the student must be observed to take the medicine if self administering.
7. The record of administration must be completed immediately.
8. Medication will only be given at the First Aid Bay, or with the nominated person if on a trip or visit.

5. Appendix 5 – Individual Healthcare Plan (IHP)

This plan relates to the health care needs provided to this school to the child / young person named below in relation to the safe management of the condition above. School staff involved in the day to day care of this child should be made familiar with the contents of this plan so they are aware of when they need to act, and what they and others need to do.

Student Name	
Date of Birth	
Class	
Summary description of medical and health complications associated with this condition:	
Emergency Contact details Contact 1	
Name	
Relationship	
Contact numbers	
Emergency Contact details Contact 2	
Name	
Relationship	
Contact numbers	

Emergency care

Please fill in this section if your child has been prescribed emergency medication for managing this condition.

Student Name	
Date of Birth	
Class	

Name and strength of medication

When should the medication be given? How much medication should initially be given?

What action should be taken if medication is given

Non-Emergency Care of this student's condition

Likely source, cause or early warning signs associated with this condition that would signal to school staff that something requiring medical help might be about to happen?

Any other health conditions to be considered alongside this condition:

Description of how this condition affects this child/young person:

--

When this condition becomes a problem how long does it usually take to recover?

--

Medications given at home (please include all medications given)

Name of medicine	Is this prescribed for this condition?	Strength/Amount or dose given	Times given

Medication to given in school

Name of medicine	Is this prescribed for this condition?	Strength/Amount or dose to give	Times to give

Date Plan Completed

Signed	
Name	
Date	

Health care plan agreed by:

Role	Signature	Date
Parent/carer		
Healthcare professional		
Member of school staff		

Parents/carers are responsible for ensuring that the school is aware of their child’s needs and should update the school as necessary. This care plan will be reviewed yearly or more often if required, it will be shared with staff in school that are involved in the child’s care. Copies will be kept in the school office and in the classroom. Parent/carer to have a copy.

Plan reviewed :

By: _____ Designation: _____ Date: _____

By: _____ Designation: _____ Date: _____

By: _____ Designation: _____ Date: _____