



# **Supporting Pupils with Medical Conditions**

Review Date: December 2020



Rivers ESC is welcoming and supportive of pupils with medical conditions. It provides pupils with medical conditions with the same opportunities and access to activities (both centre based and out-of-centre) as other pupils\*.

At Rivers ESC we:

- Listen to the views of pupils and parents/carers.
- Ensure pupils and parents/carers feel confident in the care they receive from this centre and that the level of that care meets their needs.
- Ensure staff understand the medical conditions of pupils at this centre and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- Ensure all staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- Ensure the whole centre understands and supports this policy.
- Understand that all pupils with the same medical condition may not have the same needs ensuring we focus on the needs of each individual child.

A medical condition is defined as 'a disease, illness or injury; any physiologic, mental or psychological condition or disorder'

Our centre's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the centre and health settings including pupils, parent/carers, the centre nurse, centre staff, Management Committee, and relevant local health specialist services.

Parents/carers are fully involved in preparing their child's Healthcare Plan and where appropriate other healthcare professionals. Where a pupil is receiving care for a long term condition Rivers ESC centre will give and receive regular updates.

The policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation. Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

Rivers ESC Centre recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21 - 2014). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this Centre complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHCP) plan which brings together health and social care needs,

\*with reference to any relevant risk assessments

as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

The Medical Policy consists of twelve sections:

1. What to do in an emergency for a student with medical conditions
2. The centre's general emergency procedures
3. Providing care and support in administering medication
4. Storage of medication and equipment
5. Record keeping
6. The centre environment
7. Physical activities and offsite visits
8. Minimising health and safety risks
9. Centre and health community
10. Medical conditions policy review
11. Managing healthcare plans
12. Roles and responsibilities

### **1 – What to do in an Emergency for a Student with Medical Conditions**

**All staff understand and are trained in what to do in an emergency for children with medical conditions at Rivers ESC Centre.**

- All centre staff, including temporary or supply staff, are aware of student's medical conditions at this centre, understand their duty of care to pupils and how to respond in an emergency. Medical information is sent regularly to all staff regarding pupils' medical conditions
- Identified staff receive training on specific medical conditions and are aware of what to do in an emergency. This is refreshed at least once a year. If there is a medical emergency and parents/carers cannot be contacted the Centre will act in the best interests of the child which may involve giving permission for emergency treatment
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this centre have an Individual Healthcare Plan (IHP see appendix 1 for template), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings
- Our centre makes sure that all staff providing support to a student have received suitable training to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This training should be provided by the specialist nurse/centre nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/centre nurse/other suitably qualified healthcare

professional will confirm their competence and this centre keeps an up to date record of all training undertaken and by whom

## **2- Rivers ESC General Emergency Procedures**

**All staff understand and are trained in the centre's general emergency procedures.**

- All staff, including temporary or supply staff, must be aware of the content of this policy. All policies are made available to all staff to look at and they will be informed of what action to take in an emergency for individual student conditions and receive updates at least yearly. Centre nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes<sup>1</sup>
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car

## **3 - Providing Care and Support in Administering Medication**

**Rivers ESC Centre has clear guidance on providing care and support and administering medication at centre**

Our centre understands the importance of medication being taken and care received as detailed in the student's Individual Healthcare Plans (IHP)

The Management Committee has made sure that there is the appropriate level of insurance and liability cover in place<sup>2</sup>

<sup>1</sup>injections/insulin via pumps or blood glucose monitoring in centres the Paediatric Diabetes Team will provide this level of training and education.

<sup>2</sup>For centre's covered by HCC's insurance where an IHP is in place; parents have consented for the centre to administer medication / meet other support needs as part of that plan; trained staff undertake these support needs and record keeping in relation to administration is robust then liability cover would be in place for common treatments administered by staff. (e.g. in relation to oral medication, inhalers, epi-pens, pre- packaged doses via injection etc.)

The insurance section have a detailed list of treatments which are covered, if you have pupils with significant medical needs contact [insurance@hertfordshire.gov.uk](mailto:insurance@hertfordshire.gov.uk) or by phone on 01992 555480 for further advice and to ensure coverage.

- Rivers ESC Centre will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality. In the case of more urgent matters, parents/carers will be contacted by telephone.
- When administering medication this centre will check the maximum dosage and when the previous dose was given. Parents/carers will be informed and this will be logged in the medical record book with time and dosage.
- Our centre will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at this centre have the responsibility to let the centre know immediately if their child's needs change
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the centre's disciplinary procedures are followed

**See Appendix 2 for parental agreement.**

#### **4 – Storage of Medication and Equipment**

**Rivers ESC Centre has clear guidance on the storage of medication and equipment at centre.**

- Our centre will make sure that all medication not carried by pupils is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes
- Rivers ESC Centre will only accept medication that is in date, labelled and in its original container with prescribed instructions for administration. It is the parent/carer's responsibility to ensure that all medication is in date. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump. At the end of the centre year any medication remaining on site that is out of date will be destroyed.

Parents/carers are responsible for collecting all medications/equipment at the end of the centre term, and to provide new and in-date medication at the start of each term

#### **5 – Record Keeping**

**Rivers ESC Centre has clear guidance about record keeping.**

- As part of the centre's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between centres
- Our centre uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated named member of centre staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHP. Appendix 2 is used to identify and

agree the support a child needs and the development of an IHP.

- Our centre has a centralised register of IHPs, and a member of the admin team at each site has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change
- The student (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other centre staff are made aware of and have access to the IHP for the pupils in their care
  - Rivers ESC Centre makes sure that the student's confidentiality is protected
  - Our centre seeks permission from parents/carers before sharing any medical information with any other party
  - Rivers ESC Centre keeps an accurate record of all medication administered, including the dose, time, date and supervising staff

See Appendices 3, 4 & 5

## **6 –Centre Environment**

**Rivers ESC Centre ensures that the whole centre environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- Our centre is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-centre activities
- Our centre makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended centre activities and residential visits
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the centre's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment
- We understand the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils\*. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs. Sadly, there may occasionally be reasons why the Centre cannot take a child with medical needs on a particular activity. Where this is the case, the Centre will provide a full explanation of its reasons
- Rivers ESC Centre understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these

## **7 – Physical Activities and Offsite Visits**

**Rivers ESC Centre makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.**

- We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at centre as any other child, and that appropriate reasonable adjustments and extra support are provided
- All centre staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition
- Our centre will not penalise pupils for their attendance if their absences relate to their medical condition
- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional
- Pupils at Rivers ESC Centre learn what to do in a general emergency. Pupils are aware they must go to reception who will call for a first aider to attend the emergency situation.
- Rivers ESC Centre makes sure that a risk assessment is carried out before any out-of-centre visit in line with our visits policy, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required

## **8 – Minimising health and safety risks**

**Rivers ESC Centre is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The centre is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- We are committed to identifying and reducing triggers both at centre and on out-of-centre visits by completing risks assessments
- Identified centre staff have been given annual training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. All incidents resulting in an injury are reported and fully investigated. Our Health and Safety policy also explains the different ways to minimise risks and this is shown and explained to all staff
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole centre day and on out-of-centre activities. Risk assessments are carried out on all out-of-centre activities, taking into account the needs of pupils with medical needs
- We review all medical emergencies and incidents to see how they could have been avoided, and changes are made to centre policy according to these reviews

## **9 – Centre and health community**



**Each member of the centre and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

•Rivers ESC Centre works in partnership with all relevant parties including the student (where appropriate), parent/carer, the centre's management committee, all centre staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully

**Unacceptable practice**

Although Rivers ESC staff will use their discretion and judge each case on its merits with reference to the child's IHP, it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home or prevent them from staying for normal centre activities, including lunch, unless this is specified in their IHP / indicated by their risk assessment
- If the child becomes ill, send them to the Centre office unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition e.g., hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively (as identified in their IHP).
- Require parents / carers, or otherwise make them feel obliged, to attend centre to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because Rivers ESC is failing to support their child's medical needs.
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of centre life, including educational visits [with reference to their individual risk assessments]

**Liability and indemnity**

The Management committee at Rivers ESC Centre ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, Rivers ESC Centre will need to review the level of cover for healthcare procedures and any associated related training requirements (such as may be the case with specific children with complex needs).

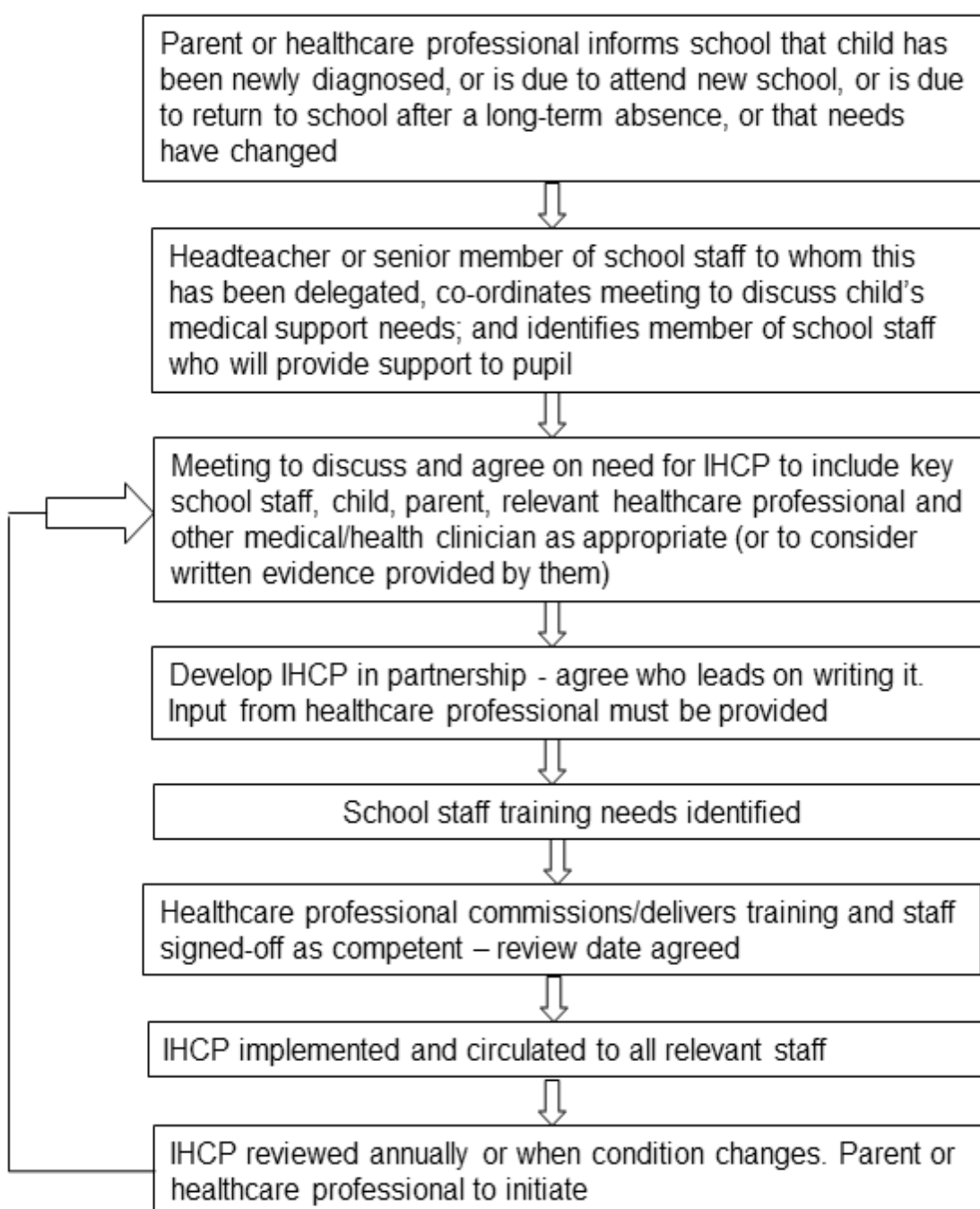
## **10 –Medical conditions policy review**

**The medical conditions policy is regularly reviewed, evaluated and updated bi-annually.**

- In evaluating the policy, this centre seeks feedback from key stakeholders including pupils, parents/carers, centre nurses, specialist nurses and other relevant healthcare professionals, centre staff, local emergency care services and Management Committee. The views of pupils with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should report these concerns to the Deputy Head or Headteacher

## 11 – Healthcare Plan Management



Model process for developing individual healthcare plans adopted from the DfE guidance “Supporting pupils at centre with medical conditions September 2014”

## 12 - Roles and responsibilities

**Management Committee** – must make arrangements to support pupils with medical conditions in centre, including making sure that a policy for supporting pupils with medical conditions in centre is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of centre life. The Management Committee should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of centre staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**Headteacher** – should ensure that their centre’s policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child’s condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations. Headteachers have overall responsibility for the development of IHPs. They should also make sure that centre staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the centre nursing service in the case of any child who has a medical condition that may require support at centre, but who has not yet been brought to the attention of the centre nurse.

**Centre staff** – any member of centre staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. Centre staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of centre staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

**Centre nurse** – every centre has access to centre nursing services. They are responsible for notifying the centre when a child has been identified as having a medical condition which will require support in centre. Wherever possible, they will do this before the child starts at the centre. They would not usually have an extensive role in ensuring that centres are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child’s IHP and provide advice and liaison, for example on training. Centre nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist

nursing teams offering training to local centre staff, hosted by a local centre. Community

nursing teams will also be a valuable potential resource for a centre seeking advice and support in relation to children with a medical condition.

**Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the centre nurse and work jointly when a child has been identified as having a medical condition that will require support at centre. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in centre should contact the named centre nurse for that centre to ensure a coordinated approach.

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHP. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents/carers** – must provide the centre with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the centre that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's IHP, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

### **13 - Liability and Indemnity**

The Management committee at Rivers ESC Centre ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, Rivers ESC Centre will need to review the level of cover for healthcare procedures and any associated related training requirements (such as may be the case with specific children with complex needs



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 student's educational, social and emotional needs

Arrangements for centre 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

Form copied to



## Appendix 2: Parental agreement for the centre to administer medicine

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

Date for review to be initiated by	
Name of centre/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the centre/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 centre/setting staff administering medicine in accordance with the centre/setting policy. I will inform the centre/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_

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**Appendix 3: Record of medicine administered to an individual child**

Name of centre/setting Name  
of child  
Date medicine provided by parent  
Group/class/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


**C: Record of medicine administered to an individual child (Continued)**

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 4: Record of medicine administered to all children**

Name of centre/setting

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

**Appendix 5: staff training record – administration of medicines**

Name of centre/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 [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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## Appendix 6:

Dear Parent

### REVIEWING YOUR CHILD'S INDIVIDUAL HEALTHCARE PLAN

As part of our annual review it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, I would be happy for you contact me by email or to speak by phone if this would be helpful.

This is a central requirement of the policy is for an individual healthcare plan to be reviewed, setting out what support the each student needs and how this will be provided. It is vital that your child's individual healthcare plan is developed in partnership between the centre, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim of the plan 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 centre life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

Once we have received the plan, if you would like to, we may need to meet to discuss your child's individual health care plan at a time that is convenient for you.

Yours sincerely

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## Further advice and resources

- The Anaphylaxis Campaign, 1 Alexandra Road, Farnborough, Hampshire GU14 6BU  
Phone 01252 546100 (head office) or 01252 542029 (helpline)

Fax 01252 377140

[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)

[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

- Asthma UK, 18 Mansell Street, London E1 8AA,

Phone 020 7786 4900

Fax 020 7256 6075

[info@asthma.org.uk](mailto:info@asthma.org.uk)

[www.asthma.org.uk](http://www.asthma.org.uk)

- Diabetes UK: Macleod House, 10 Parkway, London NW1 7AA

Phone 0345 123 2399

Fax 020 7424 1001

[info@diabetes.org.uk](mailto:info@diabetes.org.uk)

[www.diabetes.org.uk](http://www.diabetes.org.uk)

- Epilepsy Action: New Anstey House, Gate Way Drive, Yeadon, Leeds LS19 7XY

Phone 0113 210 8800 (head office) or 0808 800 5050 (helpline)

Fax 0113 391 0300

[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk)

[www.epilepsy.org.uk](http://www.epilepsy.org.uk)

- Department for Education: Piccadilly Gate, Store Street, Manchester M1 2WD

Phone 0370 000 2288

Typetalk 18001 0370 000 2288

Fax 0161 600 1332

Contact form: [www.education.gov.uk/contactus/df](http://www.education.gov.uk/contactus/df)

[www.education.gov.uk](http://www.education.gov.uk)

- Council for disabled Children

[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)

[www.councilfordisabledchildren.org.uk](http://www.councilfordisabledchildren.org.uk)

- National Children's Bureau: 8 Wakley Street, London EC1V 7QE

Phone 020 7843 6000

Fax 020 7278 9512

[enquiries@ncb.org.uk](mailto:enquiries@ncb.org.uk)

[www.ncb.org.uk](http://www.ncb.org.uk)

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