



WILDRIDINGS PRIMARY SCHOOL

Supporting Pupils with Medical Conditions Policy

		Signature	Date
Headteacher	Mr Simon Cope		
On behalf of the Governing Body	Mrs Sarah Hey		

Version	
Reviewed by	Simon Cope
Approved by FGB	18 th October 2018
Next Review	October 2019

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1. Aims

This policy aims to ensure that:

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

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Mr. Simon Cope - Headteacher

2. Legislation and statutory responsibilities

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

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

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

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

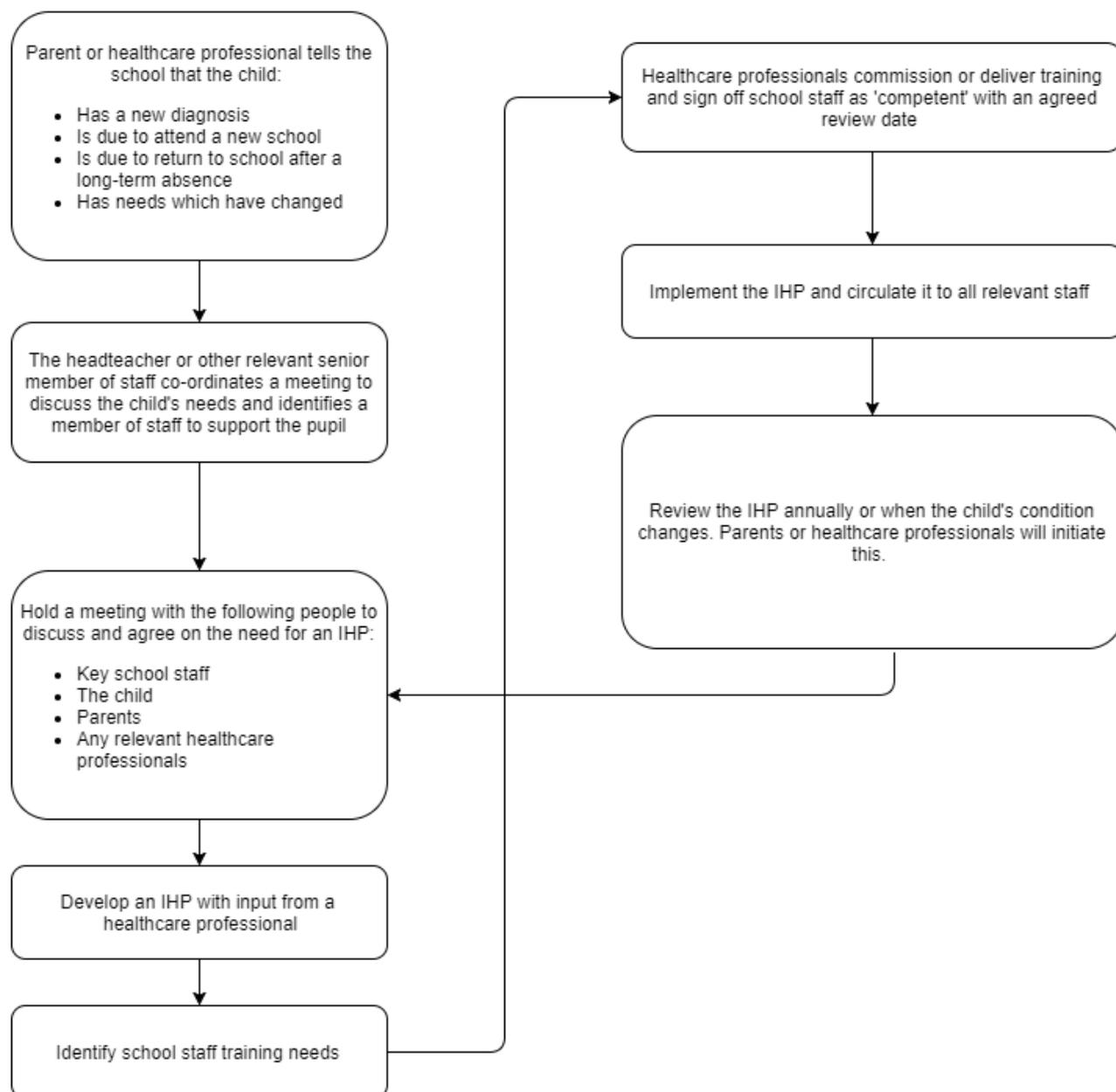
The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

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

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil 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 pupils who are new to our school.



6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Mrs Liz Price and Mrs. Tina Russell.

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

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

- What needs to be done

- When
- By whom

Not all pupils 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 and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil 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 plan (EHCP). If a pupil has SEN but does not have a statement or EHCP, 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, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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 pupil'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 pupil 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 pupil'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 pupil'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 pupil 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 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

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

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

The details of the school's insurance policy are:

The Council's public liability insurers provide an indemnity in respect of a number of specified healthcare procedures which may be carried out at schools or other establishments.

The provision of cover is subject to the following conditions:

- the health care has been detailed in a care plan that has been drawn up or otherwise approved by a Healthcare Professional and the insured has carried out risk assessments and approved the service user facility's provision of such treatment
- such individual has undergone documented training and achieved the competency standard specified in the care plan and is working under direction or control of a Health Care Professional
- the insurers shall not be liable to indemnify any Healthcare Professional

If your school carries out any procedures not listed on this document or where you deviate from a procedure listed, please contact the Insurance Section.

Epipens - please note indemnity in respect of these will include Emerade pens used for treatment of anaphylaxis

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First Aid
- Health and Safety
- Safeguarding
- Special Educational Needs information report and policy



To Whom It May Concern

JLT Specialty Ltd
The St Botolph Building
138 Houndsditch
London
EC3A 7AW
Telephone 020 7528 4000
Direct Line **020 7558 3153**
Facsimile 020 7558 3289

Dear Sirs,

Confirmation of Insurance Cover

Re: Bracknell Forest Borough Council

We, JLT Specialty Limited, Public Sector Risk Practice, hereby confirm that we act as Insurance Brokers to the above client and have placed insurance cover on the Council's behalf according to the Council's instructions as follows:

Insurance Type : Combined Liability

Period : 1st April 2018 to 31st March 2019, both dates inclusive

Cover : a) Employers Liability
b) Public Liability
c) Products Liability
d) Pollution Liability
e) Hirers' Liability
Libel or Slander (or defamation)

Limit of Indemnity : a) £35,000,000 any one occurrence
b) £35,000,000 any one occurrence
c) £35,000,000 any one occurrence and in the aggregate
d) £35,000,000 any one occurrence
e) £5,000,000 any one claim or series of claims arising out of any one occurrence in respect of Hirer's Liability
£2,000,000 any one claim or series of claims and in the aggregate in respect of libel or slander (or defamation)

Territorial Limits : As per schedule

Insurers : QBE

Policy Number : Y103689QBE0115A



Our advice has been based solely on information supplied to us by Bracknell Forest Borough Council and we cannot advise on any matter where all the relevant facts have not been brought to our attention. We cannot be responsible for any inaccuracy or omission in the information provided to us, nor will we be responsible in the event that Bracknell Forest Borough Council have not acted upon our advice.

We have given the above undertakings in good faith and will use our best endeavours to comply with them however, we accept no responsibility whatever or howsoever arising (whether by reason of any inaccuracy, inadvertent omission or negligence on our part or otherwise) by reason of our failure to do so, for any loss, damage or expense incurred due to the reliance by any third party (for the purposes of this letter third party shall include all persons (including the addressee) other than Bracknell Forest Borough Council on the contents of this letter.

Our obligations pursuant to this letter will cease automatically upon the termination of our appointment as broker to the client in respect of the insurances referred to above. Yours faithfully

A handwritten signature in black ink, appearing to be 'M. B. S.', written in a cursive style.

A handwritten signature in black ink, appearing to be 'J. Skeffell', written in a cursive style.

Signed.....

Signed.....



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

1. Name of policy holder Policy No : Y103689QBE0118A

Bracknell Forest Borough Council

2. Date of commencement of insurance policy 01 April 2018

3. Date of expiry of insurance policy 31 March 2019

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf **(b)**; and;

2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**; or

~~(b) the cover provided under this policy relates to claims in excess of [£] but not exceeding [£].~~

3. the policy covers the holding company and all its subsidiaries

Signed on behalf of QBE Insurance (Europe) Limited (Authorised Insurer)

Notes

(a) *Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*

(b) *Specify applicable law as provided for in regulation 4(6) of the Regulations.*

(c) *See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.



Medical malpractice treatment table

Procedure / Activity / Use of	Cover available
Acupuncture	No But may be considered on receipt of written details of procedures.
Administration of medicines	Yes Subject to being pre-prescribed by a medical practitioner and written guidelines. Via nasogastric tube, gastronomy tube or orally. Where this involves children, wherever possible parents/guardians should provide the medication prior to the child leaving home. A written consent form will be required from parent/guardian and this should be in accordance with LEA procedure on medicines in schools etc. Similar consideration should be given when asked to administer 'over the counter' medicines.
Apnea monitoring	Yes In respect of monitoring via a machine following written guidelines. There is no cover available in respect of visual monitoring.
Bathing	Yes Following training and in accordance with written guidelines.
Blood samples	Yes But only by glucometer following written guidelines.
Buccal midazolam	Yes Following written guidelines.
Bladder wash out	No
Catheters	Yes Following written guidelines for the changing of bags and the cleaning of tubes. There is no cover available for the insertion of tubes.
Colostomy/Stoma care	Yes Following written guidelines in respect of both cleaning and changing of bags.
Chest drainage exercise	Yes Following written health care plan provided under the direction of a medical practitioner.
Dressings	Yes Following written health care plan for both application and replacement of dressings.
Defibrillators/First aid only	Yes Following written instructions and appropriate documented training.
Denture cleansing	Yes Following appropriate training.
Ear syringe	No
Ear/Nose drops	Yes Following written guidelines.
Epipen/Medipens	Yes Following written guidelines with a preassembled epipen.
Enema suppositories	No
Eye care	Yes Following written guidelines for persons unable to close eyes.
First aid	Yes Should be qualified first aiders and applies during the course of the business for the benefit of employees and others.
Gastronomy tube – peg feeding	Yes Cover available in respect of feeding and cleaning following written guidelines but no cover available for tube insertion.
Hearing aids	Yes For assistance in fitting/replacement of hearing aids following written guidelines.

Procedure / Activity / Use of	Cover available	
Inhalers, cartridges and nebulisers	Yes	Both mechanical and held following written guidelines.
Injections	Yes	But only for the administering of pre-packaged does on a regular basis pre-prescribed by a medical practitioner and written guidelines. See below for insulin injections
Insulin injections	Yes	Where possible, these should be self administered but can be undertaken by trained staff in accordance with written care plan. Cover will operate in respect of the administration of doses that need to be determined due to individual needs of the person as long as this is set out in their care plan and, for school children, has parental approval
Intranasal midazolam	Yes	Following written guidelines.
Manual evacuation	Yes	
Mouth toilet	Yes	
Nasogastric tube feeding	Yes	Following written guidelines but cover is only available for feeding and cleaning of the tube. There is no cover available for tube insertion or reinsertion which should be carried out by a medical practitioner.
Occupational therapy	No	
Oxygen – administration of and assistance with	Yes	Following written guidelines and suitable training in use of the equipment including oxygen saturation monitoring where required. Excludes filling of oxygen cylinders from main tank.
Pessaries	No	
Reiki	Yes	
Physiotherapy	Yes	When undertaken by suitably trained staff but excluding treatment by qualified physiotherapists.
Pressure bandages	Yes	Following written guidelines.
Rectal midazolam in prepackaged dose	Yes	Following written guidelines and two members of staff must be present.
Rectal diazepam in prepackaged dose	Yes	Following written guidelines and two members of staff must be present.
Rectal paraldehyde	No	
Splints	Yes	As directed by a medical practitioner.
Suction machine	No	
Syringe drivers – programming of	No	
Suppositories	No	Other than rectal diazepam and midazolam.
Swabs – external	Yes	Following written guidelines.
Swabs – internal	No	Other than oral following written guidelines.
Toe nail cutting	Yes	Following written guidelines.
Tracheostomy	No	Cover is only available for cleaning around the edges of the tube only following written guidelines.
Ventilators	No	Other than for a person with a predictable medical condition and stable ventilation requirements following written guidelines.